

**PART 8****BOMB THREAT IN BUILDINGS AND OTHER AREAS****CONTENT**

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

Section	Description	
18	<i>Not used</i>	<i>Not Applicable</i>
19	<b>Line Maintenance Franchisee</b>	
20	<i>Into-Plane Fuelling Franchisee</i>	<i>Not Applicable</i>
21	<i>Cargo Terminal Operators</i>	<i>Not Applicable</i>
22	<b>Customs and Excise Department</b>	
23	<b>Immigration Department</b>	
24	<i>Government Flying Service</i>	<i>Not Applicable</i>
25	<b>Mass Transit Railway Corporation</b>	
26	<i>Food and Environmental Hygiene Department</i>	<i>Not Applicable</i>
27	<b>Information Services Department</b>	
28	<b>Security Bureau</b>	
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	<i>Hong Kong Observatory (Airport Meteorological Office)</i>	<i>Not Applicable</i>
35	<i>Tenants and Employees</i>	<i>Not Applicable</i>
36	<i>Public Bus Operators</i>	<i>Not Applicable</i>

# Bomb Threat In Buildings

Section	Description	
37	<i>Transport Department / Transport &amp; Logistics Bureau</i>	<i>Not Applicable</i>
38	<b>AA Medical Services</b>	<i>Not Applicable</i>
<b>39</b>	<b>AA Safety, Security and Business Continuity Department</b>	
40	<i>Tsing Ma Management Limited</i>	<i>Not Applicable</i>
41	<b>AA Landside Department</b>	
42	<b>AA Integrated Airport Centre</b>	
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	<i>AA Aviation Logistics Department</i>	<i>Not Applicable</i>
46	<b>AA APM and Baggage Department</b>	
<b>Appendix 8A</b>	<b>Bomb Threat Report Form</b>	
<b>Appendix 8B</b>	<b>Bomb Threat Assessment Form</b>	
<b>Appendix 8C</b>	<b>Designated Assembly Points</b>	

# **Bomb Threat In Buildings**

This page has nil content

**GENERAL****1. General**

- 1.1 This procedure covers threats against the Passenger Terminal Building and other airport facilities, including tenant properties. 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 against airport facilities.
- 1.2 Bomb threats are usually anonymous and communicated by telephone, or in writing by email or other social media means. Bomb threats may precede 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.
- 1.3 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 level of risk involved;
  - co-ordination of action appropriate to the risk assessed while minimising the disruption to airport operations; and
  - detection of persons responsible for making bomb threats.

**3. Key Roles****Airport Authority**

- 3.1 The Airport Authority is responsible for overseeing the safety of all operations at the Airport. The AA is also responsible for the co-ordination of a bomb threat incident relating to the Passenger Terminal Building or to other airport facilities. The Airport Authority will be involved in the assessment of the threat and in determining the necessary countermeasures. The Airport Authority will be represented at the Bomb Threat Assessment Group (BTAG) by

the Airport Duty Manager, and AVSECO Duty Security Manager (in accordance with para.6)

**Police**

- 3.2 The Police will conduct their own threat assessment and provide its assessment and advice to the other members of the Bomb Threat Assessment Group. In circumstances where 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. This is covered in more detail in EPM Part 9A 'Major Security Incident (Police)'.
- 3.3 In response to threats that are handled in accordance with this Part the Police have contingency plans and can provide:
  - a cordon;
  - explosive search dogs;
  - specially trained officers to conduct a comprehensive search of the facility; and
  - Bomb Disposal Officers to deal with suspect objects.

- 3.4 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.

**Tenant / Operator**

- 3.5 In the event of a bomb threat received in respect of an airport tenant or licensee's facility (which does not form part of an AA building), the Tenant / Operator shall be responsible for making a threat assessment and coordinating subsequent action in accordance with their respective security procedures.
- 3.6 However, if the threat is also directed against AA facilities or is likely to affect them, then the Bomb Threat Assessment Group will be convened to assess the threat and to determine what precautionary measures may be required to safeguard the AA's facilities and the people using them.
- 3.7 The Police may also assume absolute command in respect of a bomb threat if there is an imminent and serious danger to members of the public.

#### **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 dialing "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 : 'Bomb' in this context is a generic term to identify the threat which may take other forms. These questions should be open ended rather than leading questions. For example, ask, "Where exactly is the bomb?", rather than, "Is the bomb in the Passenger Terminal Building?"*

- Complete the Bomb Threat Report Form (Appendix 8-A)
- Immediately alert the AVSECO Duty Security Controller, 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 the 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 A Bomb Threat Assessment Group will be formed upon receipt of a threat and shall comprise the:
- AVSECO Duty Security Manager (DSM)
  - Senior Police Officer on duty
  - The tenant representative (in the case of an incident covered in para. 3.5 of this Section)
  - Airport Duty Manager
- 6.2 The Airport Duty Manager will, in consultation with the AVSECO DSM and Police, convene the Bomb Threat Assessment Group (BTAG) comprising the above, along with the Airfield Duty Manager, Terminals and Landside Duty Manager or Assistant Manager, Landside Services Manager, APM & Baggage or APM Assistant Duty Manager and/or Assistant Manager, Baggage in attendance when necessary.
- 6.3 The Bomb Threat Assessment Group shall normally convene at the Airport Emergency Centre in the IAC, at the earliest opportunity. Exceptionally, the 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 function of the Bomb Threat Assessment Group is:
- To make an assessment of the threat in accordance with para. 6.5 below.
  - 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
- 6.5 The threat assessment must be based upon the full details of the threat message, ideally in the form of the Bomb Threat Report

Form at Appendix 8-A. The threat assessment should be made by working through the Bomb Threat Assessment Form at Appendix 8-B. This form is designed to lead the assessor 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 assessor 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.

- 6.6 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 and a 'High Key' response.

**'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 merit an increase in countermeasures and a 'Low Key' response.

**'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 for 'Red' Classifications**

- 7.1 Where a bomb threat is assessed as 'Red' and merits a 'High Key' response one or a combination of the following countermeasures will be considered by The Bomb Threat Assessment Group:
- If the Passenger Terminal Building is threatened, disseminate information and instructions to isolate all or specific areas of the Terminal.

- Notify the AFC and FSD for airside areas under threat, and the FSD for landside areas under threat.
- If the threat is sufficiently specific, evacuate all persons from the scene.
- Arrange a search of the building or specific areas likely to be affected by the bomb threat.
- If a suspect object is found, isolate the suspect object by setting up a cordon 100 metres from the item (for objects up to suitcase size) and 200 metres for larger objects. If the case is happened in the Passenger Terminal Building, one level above and below the suspicious object should also be evacuated to the same distance. If the case is found in other standard office buildings, two floors above and below the item should also be evacuated to the same distance. The evacuation will be commenced with those nearest the suspect object and working outwards.
- No attempt should be made to move, cover or shield the object nor to conduct any explosive detection test. Report the location of the suspect object to Police immediately who shall arrange for a Bomb Disposal Officer to attend the scene.

## **8. Countermeasures for 'Amber' Incidents**

8.1 Where a Bomb threat is assessed as 'Amber' and merits a 'Low Key' response, the following countermeasures will be taken:

- Disseminate information to AVSECO and AA operational staff notifying them of the bomb threat and directing them to be alert for suspect objects.
- If a suspect object is identified it shall be reported to the Bomb Threat Assessment Group which shall decide whether the incident should be upgraded to a 'Red' response.
- Ensure organisations that may be affected by the incident are kept informed of the situation.

**9. Countermeasures for 'Green' Incidents**

- 9.1 A bomb threat classified as 'Green' lacks credibility and no countermeasures are justified.
- 10. Dissemination of Information and Instructions in the Passenger Terminal Building**

- 10.1 When a Bomb threat involves the Passenger Terminal Building, information and instructions can be broadcast to all or specific zones of the Passenger Terminal Building by selective switching of the Public Address System. Activation of the system is controlled from IAC-TOD. The Bomb Threat Assessment Group will consider what announcements need to be made.
- 10.2 Before releasing information and broadcasting instructions to the zones affected, Police, AVSECO and AA operational staff should be alerted to allow them to control and direct crowd movements. It is essential to avoid causing a panic situation and to minimise disruption to normal passenger and baggage processing.

**11. Evacuation**

- 11.1 In the event that a partial or full evacuation of the Passenger Terminal Building is required, emergency evacuation routes from the building's fire zones will be employed. Details of evacuation routes are shown in Appendix 8C-1 to 8C-5.
- 11.2 Consideration may be given to using the Designated Assembly Points. However the location of identified suspect objects may preclude the use of specific Designated Assembly Points. During periods where there is a high threat of terrorist activity it may be necessary to conduct an initial sweep search of the Designated Assembly Points to ensure there are no secondary devices.
- 11.3 Given the high level of security screening governing access, evacuation of the PTB should only be activated where there is clear evidence of a genuine threat.

**12. Search Procedures**

- 12.1 The Bomb Threat Assessment Group shall decide on the conduct of any search of the Passenger Terminal Building, Airside Premises and Public Areas.

# Bomb Threat In Buildings

## Section 1

- 12.2 The Tenant / Operator in conjunction with the Police is responsible for the decision to search and the conduct of any search within their own premises. The search should be conducted systematically to identify any object, which should not be there. If, during the search process, any unidentifiable or suspect object is discovered, it must not be moved and the Police immediately advised of its location.

### **13. Incident Stand Down**

- 13.1 If no suspect object is found or if any suspect object has been removed, and the Police are satisfied that the threat no longer exists, the Bomb Threat Assessment Group will take cancellation action as appropriate.
- 13.2 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.
- 13.3 The incident should be stood down by the AVSECO Duty Security Manager when the Bomb Threat Assessment Group had concluded a Green classification for the incident.

### **14. Publicity**

- 14.1 Publishing bomb threat incidents through the Media can be counter productive. In line with AA policy, any Press or Media enquiries to the AA regarding such an incident should be referred to the AA Assistant General Manager, Media & Communications Corporate Affairs.
- 14.2 All press statements must reflect an agreed position of Government, AA and other involved organisations. They must be cleared with the Police Incident Commander and Airport Authority Chief Executive Officer or the most senior AA representative present.

## **15. Airport Authority Airport Emergency Centre (AEC)**

- 15.1 The Airport Emergency Centre will be activated by the Airport Duty Manager if considered necessary, following consultation with the Bomb Threat Assessment Group (See *Section 1 para. 6 of this Part*)
- 15.2 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 Part 7, Section 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.
- 15.3 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 of this Part*). 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 in the Passenger Terminal Building, operation of the Airport Emergency Centre will be supported as necessary, by representatives of Air Traffic Control, airlines, AVSECO, Airline Operators Committee, Police, AA Corporate Affairs Department, Information Services Department, Line Maintenance Franchisee, Ramp Handling Licensee and AA Technical Services Infrastructure Department.
- 15.4 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

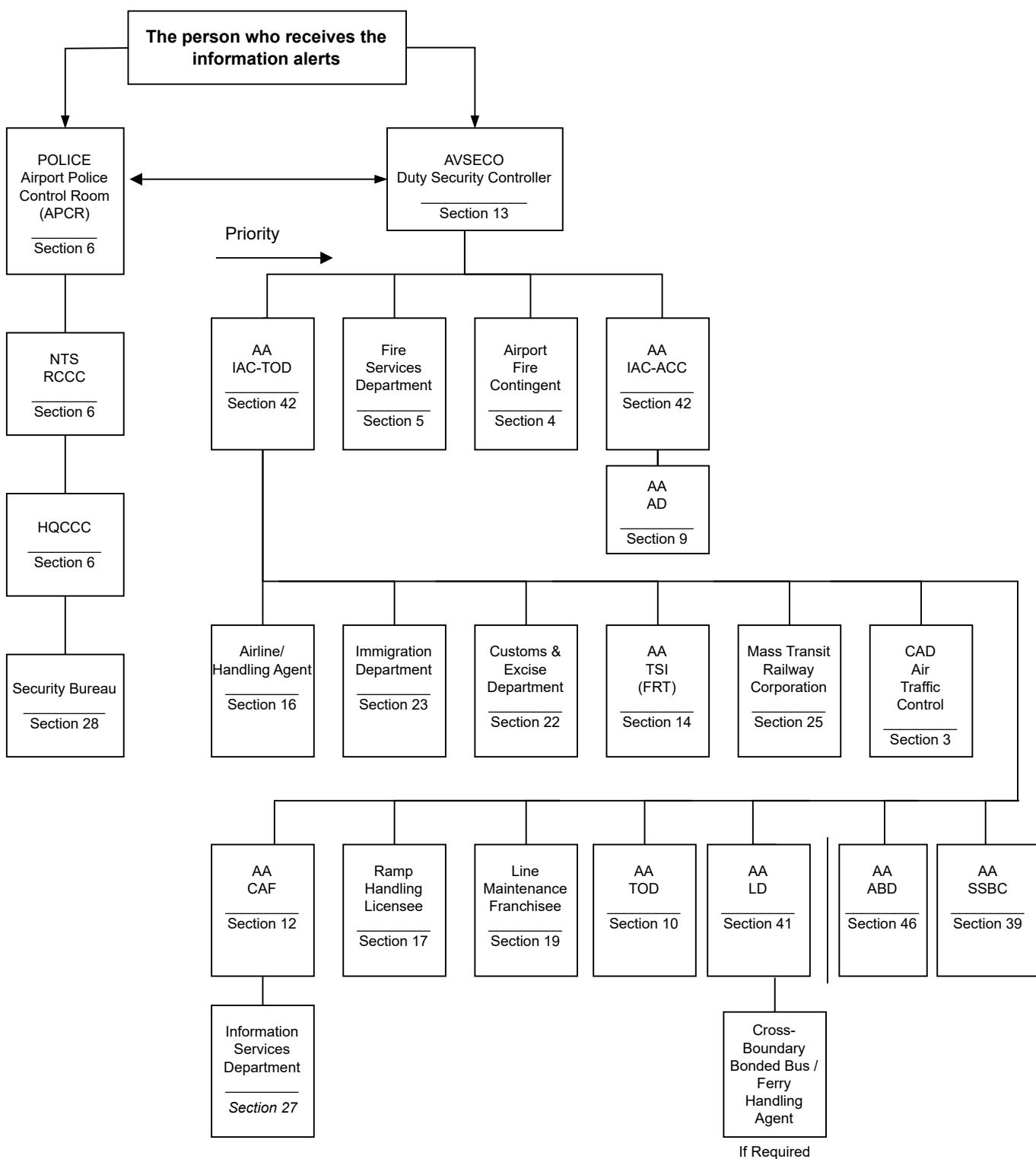
# Bomb Threat In Buildings

## Section 1

- 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

15.5 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.

## Bomb Threat in Buildings Alerting Diagram



This page has nil content

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

**RESPONSIBILITIES**

- Implement appropriate action for re-routing of aircraft ground movements
- Afford ground movement priority to incident vehicles

**Alerted by IAC-TOD**

**1. Action**

- 1.1 If the bomb threat is received directly, follow the procedures as laid out in Section 1, Para. 4 and 5 of this Part.
- 1.2 If notified by IAC-ACC that a threat has been assessed as 'RED' and a suspect object has been discovered in any building near to aircraft parked on the adjoining apron, implement appropriate action for closure of affected taxiways and re-routing of aircraft ground movements.
- 1.3 Upon notification from the AA Airport Duty manager that the Airport Emergency Centre (AEC) is activated, dispatch a representative to the AEC to act as liaison immediately (*see Section 11 of this Part*).
- 1.4 Afford ground movement priority to vehicles responding to the incident.
- 1.5 Maintain a chronological log of events and actions taken.

**Bomb Threat  
In Buildings  
Section 3**

This page has nil content

## AIRPORT FIRE CONTINGENT

### **RESPONSIBILITIES**

- Attend scene as a precautionary measure
- Liaison

**Alerted by** AVSECO Duty Security Controller

**1. Action**

- 1.1 If notified that a suspect object has been located in any building near to aircraft parked on the adjoining apron and the threat is assessed as 'Red', AFC will attend the scene as a precautionary measure.
- 1.2 Liaise with Bomb Threat Assessment Group regarding subsequent actions.

**FIRE SERVICES DEPARTMENT**

**RESPONSIBILITIES**

- Attend scene as a precautionary measure
- Liaison

**Alerted by** AVSECO Duty Security Controller

**1. Action**

- 1.1 If notified of a 'Red' bomb threat assessment in the airside, landside areas of the Passenger Terminal Building or other airport buildings, FSD fire appliances will be despatched to attend the scene as a precautionary measure.
- 1.2 Liaise with the Bomb Threat Assessment Group regarding subsequent actions.

**HONG KONG POLICE****RESPONSIBILITIES**

- Threat Assessment as member of Bomb Threat Assessment Group
- Alerting
- Cordon and control of areas affected
- Evacuation of persons from areas affected
- Conducting search operations
- Provision of Specialist Resources (Bomb Disposal Officers, explosive search dogs)
- Investigation

**Alerted by AVSECO Duty Security Controller**

**1. Action by Airport Police Control Room**

**If threat is received by Police :**

- 1.1 Complete Bomb Threat Report Form (See Appendix 8-A).
- 1.2 Immediately alert AVSECO Duty Security Controller.
- 1.3 Alert the senior officer present who shall assume the roll of Police Incident Commander.
- 1.4 Alert appropriate Police personnel and initiate action in accordance with internal procedures.
- 1.5 Where possible, initiate action to trace the caller (if threat was made by telephone).

**If threat is received elsewhere :**

- 1.6 Alert senior officer present who shall assume the role of Police Incident Commander.
- 1.7 Alert appropriate Police personnel and initiate action in accordance with internal procedures.
- 1.8 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 threat assessment.

If the threat is assessed as 'Red':

- 2.2 Consider whether the circumstances warrant assuming command of the incident (in accordance with Part 9A).
- 2.3 If the Bomb Threat Assessment Group decides to activate the Airport Emergency Centre, dispatch a representative there to act as liaison (*see Section 11*).
- 2.4 Agree in the Bomb Threat Assessment Group on the appropriate level of countermeasures to be adopted and co-ordinate their implementation.
- 2.5 If evacuation from or closure of the building or other areas affected by the threat is required, agree in the Bomb Threat Assessment Group on appropriate assembly points for evacuated personnel, and to control and direct crowd movement.
- 2.6 In the event of evacuation of passengers from the Restricted Areas within the Passenger Terminal Building, such as the Baggage Reclaim Hall or the Immigration Hall, the Customs and Excise Department and Immigration Department should be consulted as appropriate.
- 2.7 Organise a search of the affected area. Consideration should be given to the use of explosive search dogs and specialist search units to assist with the search. If a suspect object is found, isolate the suspect object by setting up a cordon 100 metres from the item (for objects up to suitcase size) and 200 metres for larger objects. Two floors above and below the item should also be evacuated to the same distance.
- 2.8 Arrange for a Bomb Disposal Officer to attend the scene and examine the suspect object.

**Bomb Threat  
In Buildings  
Section 6**

**3. Incident Stand Down**

- 3.1 If no suspect objects have been found after a thorough search or the suspect object has been removed by the Bomb Disposal Officer, and no further threat exists, agree in the Bomb Threat Assessment Group on stand down of the incident.

**Bomb Threat  
In Buildings  
Section 6**

This page has nil content

**AA AIRFIELD DEPARTMENT****RESPONSIBILITIES**

- Co-ordination of incident related ramp operations to ensure safety
- Liaison

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

- 1.1 In the event of a Bomb Threat assessed as 'Red', requiring immediate removal of aircraft, liaise with the Bomb Threat Assessment Group and co-ordinate the removal of the affected aircraft with the Airline/Handling Agent, the Ramp Handling Licensee and/or the Line Maintenance Franchisee.
- 1.2 Maintain a chronological log of events and actions taken.

**Bomb Threat  
In Buildings  
Section 9**

This page has nil content

**AA TERMINAL OPERATIONS DEPARTMENT****RESPONSIBILITIES**

- Threat Assessment as member of Bomb Threat Assessment Group
- Co-ordination of countermeasures as required
- Monitor situation and minimise disruption in the passenger terminal
- Provide staff and assistance as necessary
- Co-ordination of PTB and/or GTC evacuation as necessary

**Alerted by IAC-TOD**

1. **Action by** Terminals and Landside Duty Manager
  - 1.1 Liaise closely with the Bomb Threat Assessment Group regarding the threat assessment.
  - 1.2. To assist the Airport Duty Manager to attend as a member of the Bomb Threat Assessment Group and assist in the co-ordination of countermeasures in accordance with para. 6, 7, 8 & 9, Section 1 of this Part.
  - 1.3 To control and direct crowd movement.

**Bomb Threat  
In Buildings  
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 on the rescue operation
- Public announcements 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 Operators Committee (AOC)
- AA Corporate Affairs Department
- Information Services Department
- Hong Kong Airline Service Providers Association (HASPA)
- Line Maintenance Franchisees
- Ramp Handling Licensee
- 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 Provide off-scene support for the Police and other airport agencies involved with the threat.
- 1.1.2 Maintain a chronological log of events and actions taken.

### **1.2 Transportation**

- 1.2.1 Maintain communication with IAC-TOD and co-ordinate with parties concerned on the relevant traffic diversion, temporary roads closure, or suspension of normal airport rail services 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 Passenger Terminal Operations**

- 1.4.1 Liaise closely with AOC and advise all other airlines / handling agents on likely impacts of the bomb threat on normal airport operations.
- 1.4.2 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.

### **1.5 Access Control of Airport Emergency Centre**

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

### **1.6 Welfare of AA and Other staff at the Scene and AEC**

- 1.6.1 Monitor the well being 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

### 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**

- 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**

# Bomb Threat In Buildings

## Section 11

- 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 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 Terminals and Landside Duty Manager, implement and reinforce crowd control measures as required.

### 2.10 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 decisions 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.

### 2.11 AA Corporate Affairs Department (see Section 12)

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

### 2.12 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.

**2.13 Hong Kong Airline Service Providers Association (HASPA)**

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

**2.14 Line Maintenance Franchisee (see Section 19)**

- Act as liaison between the AEC and Line Maintenance staff on ramp to facilitate the servicing and possible removal of parked aircraft away from the building.

**2.15 Ramp Handling Licensee (see Section 17)**

- Act as liaison between the AEC and Ramp Licensee staff on ramp to facilitate the handling of aircraft.

**2.16 AA Technical Services Infrastructure Department (see Section 14)**

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

**2.17 AA Airfield Department**

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

**2.18 AA Terminal Operations Department**

- Act as liaison between the AEC, IAC-TOD and other passenger terminal operational areas.

**2.19 AA Landside Department**

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

**2.20 AA APM and Baggage Department**

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

**Bomb Threat  
In Buildings  
Section 11**

This page has nil content

**AA CORPORATE AFFAIRS DEPARTMENT****RESPONSIBILITIES**

- Handle media enquiries

**Alerted by IAC-TOD****Action by Assistant General Manager, Media & Communications**

1. Upon notification from the AA Airport Duty Manager that Airport Emergency Centre (AEC) is activated, dispatch a representative to the AEC to act as liaison immediately (*see Section 11 of this Part*).
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 the media may make enquiries and therefore their enquiries will need to be handled.
4. All press statements must reflect an agreed position of the Government, the AA and other involved organisations. 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  
In Buildings  
Section 12**

This page has nil content

## AVIATION SECURITY COMPANY LTD.

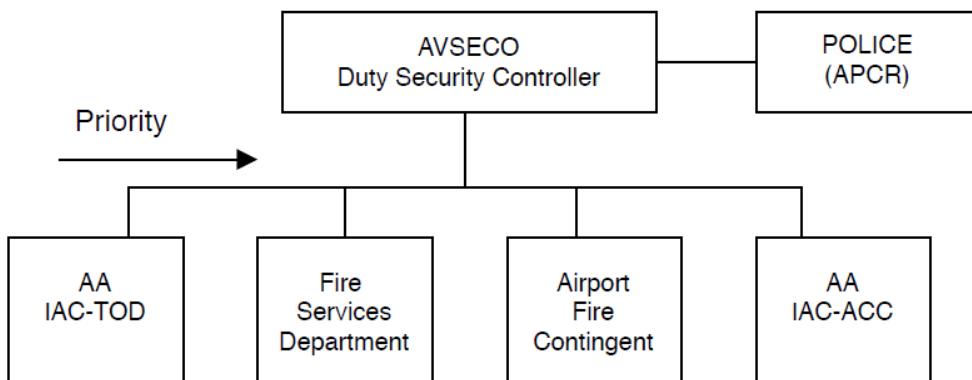
### **RESPONSIBILITIES**

- Threat assessment as member of Bomb Threat Assessment Group
- Alerting
- Co-ordination of response and implementation of countermeasures
- Maintaining an Incident Log

**Alerted by** Bomb threat recipient or Airport Police Control Room.

**1. Action by AVSECO Duty Security Controller**

- 1.1 Alert the AVSECO Duty Security Manager who will attend the Bomb Threat Assessment Group with necessary forms.
- 1.2 Alert the following:



In addition notify the following when the stated location of bomb is within ATC Complex or other aeronautical facilities:

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

Note : Priority of the Alert depends upon the stated location of the bomb threat.

- 1.3 In the event of a 'Red' assessment, the AVSECO Duty Security Controller shall notify the Airport Fire Contingent if the threat concerns an airside area and/or the Fire Services Department if the threat concerns a landside area.

- 1.4 Once advised by AVSECO Duty Security Manager that the incident has been stood down, inform all other parties involved.
- 1.5 Maintain a chronological log of events and actions taken.

**2. Action by AVSECO Duty Security Manager**

- 2.1 Review the threat information of the Bomb Threat Report Form.
- 2.2 Contact members of the Bomb Threat Assessment Group and determine whether to meet in the AEC (*See Section 1 para. 6 of this Part*) and to agree actions to be taken.
- 2.3 Inform AVSECO Duty Security Controller of the agreed assessment and countermeasures to be taken.

**Action For a 'Red' Assessment**

- 2.4 If the Bomb Threat Assessment Group decides to activate the Airport Emergency Centre, dispatch a representative there to act as liaison (*see Section 11 of this Part*).
- 2.5 With the Police Incident Commander in the Bomb Threat Assessment Group, co-ordinate the implementation of appropriate countermeasures, minimising the disruption to airport operations and facilitating the early resolution of the incident.
- 2.6 If evacuation from or closure of the building or other areas affected by the threat is required, liaise with the Police Incident Commander, and AA Terminals and Landside Duty Manager, airline/handling agents and/or tenants as appropriate in respect of evacuation, search and other safety measures. In consultation with the Police Incident Commander determine the appropriate Designated Assembly Points for evacuated personnel, and to control and direct crowd movement. Details of Designated Assembly Points for evacuation appear in EPM Part 8, Appendix 8C-1.
- 2.7 If a suspect object is found, isolate the suspect object by setting up a cordon 100 metres from the item (for objects up to suitcase size) and 200 metres for larger objects. If the case is happened in the Passenger Terminal Building, one level above and below the suspect object should also be evacuated to the same distance. If the case is found in other standard office buildings, two floors above and below the item should also be evacuated to the same distance. The evacuation will be commenced with those nearest the suspicious object and working outwards. If a suspect object is

# Bomb Threat In Buildings

## Section 13

found in any building near to aircraft parked on the adjoining apron, liaise with AA Airfield Duty Manager for immediate removal of any aircraft which may become in jeopardy.

- 2.8 No attempt should be made to move, cover or shield the object nor to conduct any explosive detection test. Report the location of the suspect object to Police immediately who shall arrange for a Bomb Disposal Officer to attend the scene.

### Action for 'Amber' Assessment

- 2.9 The AVSECO Duty Security Manager shall direct the AVSECO Duty Security Controller to alert AVSECO security staff of the agreed countermeasures.
- 2.10 The AVSECO Duty Security Controller shall notify the AA Terminals and Landside Duty Manager of the 'Amber' bomb threat who shall be responsible for alerting AA Terminal Operations Department duty staff as appropriate.

### Action for 'Green' Assessment

- 2.11 Should the Bomb Threat Assessment Group assess the bomb threat to be 'Green', the AVSECO Duty Security Manager shall issue the Stand Down message and notify the AVSECO Duty Security Controller who shall record the assessment and any actions taken.

### General

- 2.12 Keep AVSECO Duty Security Controller informed and ensure that all developments are accurately recorded in the incident log.

## 3. Incident Stand Down

- 3.1 The AVSECO Duty Security Manager shall liaise with the Police Incident Commander in the Bomb Threat Assessment Group, and when the Police are satisfied that the threat no longer exists, the Bomb Threat Assessment Group shall stand the incident down and advise the AVSECO Duty Security Controller to notify all other relevant parties.
- 3.2 The AVSECO Duty Security Manager shall request the Police Incident Commander to maintain any Police cordon of an evacuated area in the Passenger Terminal Building / other office buildings to allow staff to return prior to the re-entry of passengers and members of the public.

**Bomb Threat  
In Buildings  
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-TOD****1. Action by Fault Response Team (FRT)**

- 1.1 Record the alerting message.
- 1.2 Alert Manager, Airfield Maintenance, Superintendent, Fault Response (Building and E&M).
- 1.3 Summon all duty shift staff to prepare for deployment as required.
- 1.4 Upon notification from the AA Airport Duty Manager that the 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 (Building and E&M)**

- 2.1 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  
In Buildings  
Section 14**

This page has nil content

## AIRLINE / HANDLING AGENT

### **RESPONSIBILITIES**

- Assist in evacuation and search

#### **Alerted by IAC-TOD**

##### **Action**

1. If notified of a bomb threat assist the Bomb Threat Assessment Group in the evacuation and search of Airline / Handling Agent premises.
2. Upon notification from the AA Airport Duty Manager that Airport Emergency Centre (AEC) is activated, dispatch a representative there to act as liaison immediately (*see Section 11 of this Part*).
3. Maintain a chronological log of events and actions taken.

**Bomb Threat  
In Buildings  
Section 16**

This page has nil content

**RAMP HANDLING LICENSEE****RESPONSIBILITIES**

- Handling of the aircraft

**Alerted by** IAC-TOD

**Action**

1. Upon notification from the AA Airport Duty Manager that Airport Emergency Centre is activated, dispatch a representative to AEC to act as liaison immediately (*see Section 11 of this Part*).
2. If notified that a suspect object has been discovered in a building near to parked aircraft or on the apron, and the threat is assessed as 'Red', the Ramp Handling Licensee shall provide immediate assistance in the handling of the aircraft.
3. Maintain a chronological log of events and actions taken.

**Bomb Threat  
In Buildings  
Section 17**

This page has nil content

## LINE MAINTENANCE FRANCHISEE

### **RESPONSIBILITIES**

- Servicing and possible removal of aircraft from potentially hazardous locations

**Alerted by IAC-TOD**

#### **Action**

1. Upon notification from the AA 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*).
2. If notified that a suspect object has been discovered in a building near to parked aircraft or on the apron, and the threat is assessed as 'Red', the Line Maintenance Franchisee shall provide immediate assistance in the servicing and possible removal of the aircraft.
3. Maintain a chronological log of events and actions taken.

**Bomb Threat  
In Buildings  
Section 19**

This page has nil content

## CUSTOMS AND EXCISE DEPARTMENT

### RESPONSIBILITIES

- Customs and Excise control
- Liaison with the Bomb Threat Assessment Group

**Alerted by IAC-TOD**

#### Action

1. In the event of an incident assessed as 'Red' requiring the emergency evacuation of an airside area, co-ordinate with the Bomb Threat Assessment Group on the handling of Customs formalities.
2. Maintain a chronological log of events and actions taken.

**Bomb Threat  
In Buildings  
Section 22**

This page has nil content

**IMMIGRATION DEPARTMENT**

**RESPONSIBILITIES**

- Immigration control
- Liaison with the Bomb Threat Assessment Group

**Alerted by IAC-TOD**

**Action**

1. In the event of an incident assessed as 'Red' requiring the emergency evacuation of an airside area, co-ordinate with the Bomb Threat Assessment Group in the handling of Immigration formalities.
2. Maintain a chronological log of events and actions taken.

**Bomb Threat  
In Buildings  
Section 23**

This page has nil content

**MASS TRANSIT RAILWAY CORPORATION**

**RESPONSIBILITIES**

- Notification
- Co-ordination of response with AA Terminal Operations Department

**Alerted by IAC-TOD**

**Action**

1. In the event of a threat made directly to the MTRC in respect of the Ground Transportation Centre, the recipient should follow the procedure laid out in Section 1, para. 4 and 5 of this Part.
2. If notified by IAC-TOD of a threat, the MTRC shall co-ordinate their actions to assist Terminals and Landside Duty Manager in any full or partial evacuation of the Ground Transportation Centre.
3. Maintain a chronological log of events and actions taken.

**Bomb Threat  
In Buildings  
Section 25**

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. Liasise with AA Assistant General Manager, Media & Communications. Check if the Airport Emergency Centre (AEC) has been activated and if so, dispatch a representative to AEC to act as liaison immediately (*see Section 11 of this Part*).
2. Liasise 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. 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 Press Conference Room designated for facilitating the media.
5. Maintain a chronological log of events and actions taken.

**Bomb Threat  
In Buildings  
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.

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

**RESPONSIBILITIES**

Management & administrative support of Airport Emergency Centre

**Alerted by IAC-TOD**

**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 the AEC support staff to perform duties in accordance with the AEC Operations Manual.

**Bomb Threat  
In Buildings  
Section 39**

This page has nil content

**AA LANDSIDE DEPARTMENT****RESPONSIBILITIES**

- Threat Assessment as member of Bomb Threat Assessment Group
- Co-ordination of countermeasures as required
- 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**

- 1.1 Liaise closely with the Bomb Threat Assessment Group regarding the threat assessment if landside areas are involved.
- 1.2 To assist the Airport Duty Manager to attend as a member of the Bomb Threat Assessment Group and assist in the co-ordination of countermeasures in accordance with para. 6, 7, 8 & 9, Section 1 of this Part if landside areas are involved.
- 1.3 In the event that an evacuation from the Passenger Terminal Building, SkyPier Terminal or Ground Transportation Centre is required, liaise with the MTRC and other transport service providers concerned to suspend services.
- 1.4 In the event that an evacuation from the Passenger Terminal Building is required, alert Cross-Boundary Bonded Bus / Ferry Handling Agent (BHA / FHA) if the incident may cause disruption to SkyPier Terminal operation.

**Bomb Threat  
In Buildings  
Section 41**

This page has nil content

**AA INTEGRATED AIRPORT CENTRE****RESPONSIBILITIES**

- Co-ordination of countermeasures as required
- Monitor situation and minimise disruption in the passenger terminal
- Co-ordination of PTB and/or GTC evacuation as necessary

**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 Broadcast emergency alert to all Terminal Operations Department duty staff.
- 1.2 According to AA Terminal Operations Department's internal alerting proforma, use telephone and follow up with multifax to alert and / or update threat assessment results to the following:
- Airline/ Handling Agent
  - Customs & Excise Department
  - Immigration Department
  - AA Technical Services Infrastructure (FRT)
  - AA Landside Department
  - Mass Transit Railway Corporation
  - AA Corporate Affairs
  - Cross-Boundary Bonded Bus / Ferry Handling Agent (if required)
  - Air Traffic Control
  - Ramp Handling Licensee
  - Line Maintenance Franchisee
  - AA Safety, Security & Business Continuity

# Bomb Threat In Buildings

## Section 42

1.3 Notify the following management members:

- General Manager – Safety, Security & Business Continuity
- Assistant General Manager, Airport Security

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

- Air Traffic Control
- Airlines / Handling Agents
- Airline Operators Committee (AOC)
- Hong Kong Airline Service Providers Association (HASPA)
- Police
- AVSECO
- AA Corporate Affairs Department
- Information Services Department
- Line Maintenance Franchisee
- Ramp Handling Licensee
- AA Airfield Department
- AA APM & Baggage Department
- AA Terminal Operations Department
- AA Landside Department
- AA Technical Services Infrastructure Department
- AA Safety, Security & Business Continuity Department

1.5 If the bomb threat is assessed as AMBER or RED by the Bomb Threat Assessment Group, notify the following AA management members according to AA Terminal Operations Department's internal alerting proforma:

- Executive Director, Airport Operations
- Deputy Director, Airport Operations
- General Manager – Terminal Operations
- General Manager – Landside
- General Manager - Safety, Security & Business Continuity
- General Manager – APM & Baggage
- General Manager – Airfield
- 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 – Landside Services

# Bomb Threat In Buildings

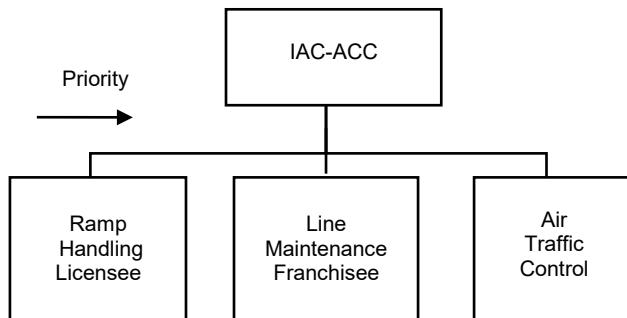
## Section 42

- Assistant General Manager - Land Transport & Landscape
- 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

- 1.6 Advise all alerted parties when the incident of Bomb Threat is stood down.
- 1.7 Maintain a chronological log of events and actions taken.

### 2. Action by IAC-ACC

- 2.1 If alerted by AVSECO Duty Security Controller of a ‘Red’ threat assessment in a building near to aircraft parked on the apron, requiring immediate removal of aircraft, ensure that the following are alerted:



- 2.2 Notify Airfield Duty Manager, Assistant Manager – Airfield of the incident.
- 2.3 Maintain a chronological log of events and actions taken.
- 2.4 Notify Airfield Duty Manager and Air Traffic Control when the incident is stood down.

### 3. Action by IAC-LD

- 3.1 Broadcast emergency alert to all Landside Department duty staff.

**Bomb Threat  
In Buildings  
Section 42**

- 3.2 Alert the Cross-Boundary Bonded Bus / Ferry Handling Agent (if required).

**4. Action by IAC-ABD**

- 4.1 Broadcast emergency alert to all APM and Baggage Department duty staff.
- 4.2 Alert APM and Baggage Department franchisees / Baggage Hall tenants (if required).
- 4.3 Maintain a chronological log of events and actions taken.

**AA APM AND BAGGAGE DEPARTMENT**

**RESPONSIBILITIES**

- Threat Assessment as member of Bomb Threat Assessment Group
- Co-ordination of countermeasures as required
- Escort services to and from Baggage Hall
- Provide staff and assistance as necessary

**Alerted by IAC-TOD**

1. **Action by Manager, APM & Baggage or APM Assistant Duty Manager and/or Assistant Manager, Baggage**
  - 1.1. Liaise closely with the Bomb Threat Assessment Group regarding the threat assessment if APM and/or Baggage operational areas are involved.
  - 1.2. To assist the Airport Duty Manager to attend as a member of the Bomb Threat Assessment Group and assist in the co-ordination of countermeasures in accordance with para. 6, 7, 8 & 9, Section 1 of this Part if APM and/or Baggage operational areas are involved.
  - 1.3. Provide escort to and from Baggage Hall if Baggage Hall areas are involved.
  - 1.4. Facilitate and assist with evacuation of passengers and personnel if APM and/or Baggage operational areas are involved.

**Bomb Threat  
In Buildings  
Section 46**

This page has nil content

# Bomb Threat In Buildings

## Appendix 8- A

or  as appropriate

### Bomb Threat Report Form

Bomb Threat Against Aircraft	
Bomb Threat Against Airport Facility	

Threat Received By?	
Date / Time Threat Received?	

Threat 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 threat received?	By Telephone	By Letter	Other Means (state)
------------------------------	--------------	-----------	---------------------

### 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
Loud	Soft	Fast	Slow
High Pitched	Deep	Distinct	Distorted
Rasping	Pleasant	Stutter	Incoherent
Intoxicated	Other	Nasal	Other
		Calm	Angry
		Rational	Irrational
		Coherent	Incoherent
		Deliberate	Emotional
		Background Noise	
		Quiet	Mixed
		Voices	Aircraft
		Office	Factory
		Machines	Machines
		Laughter	Other

Any Other Information about the call or caller?

---

Bomb Threat Report Form Completed By:

Name:

Organisation:

Fax Number:

AVSECO Duty Security Controller  
2182 2095

Airport Police Control Room  
2769 4805

This page has nil content

# Bomb Threat

## In Buildings

### Appendix 8 - B

#### 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 / Handling Agent / Operator		Airport Authority / AVSECO		Police	
-------------------------------------	--	----------------------------	--	--------	--

##### Assessment

##### Step 1A

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

##### Step 1B

Has Specific ground facility been identified?	✓ or X
Airport installation named?	
Terminal Building specified?	
Airline facility specified?	

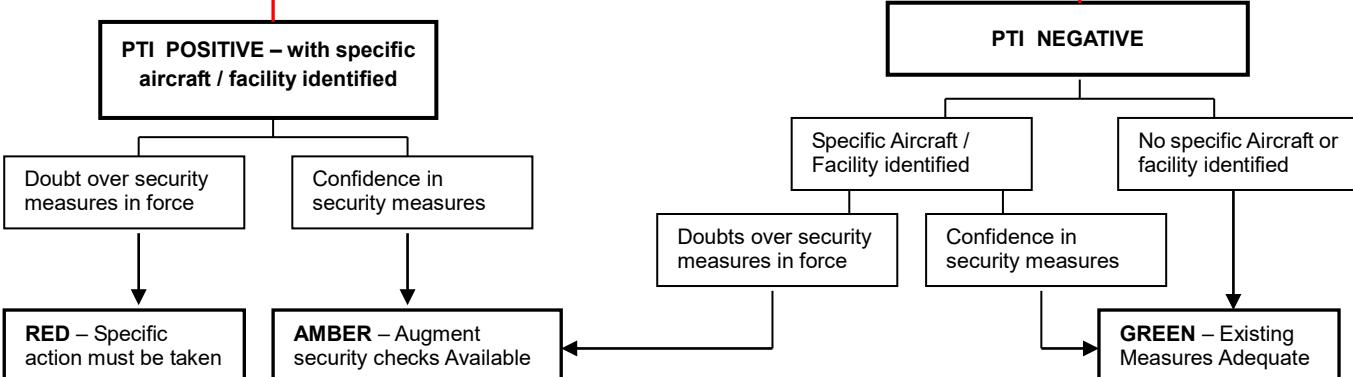
##### Step 2

Positive Target Identification (PTI)	✓ or X	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?		

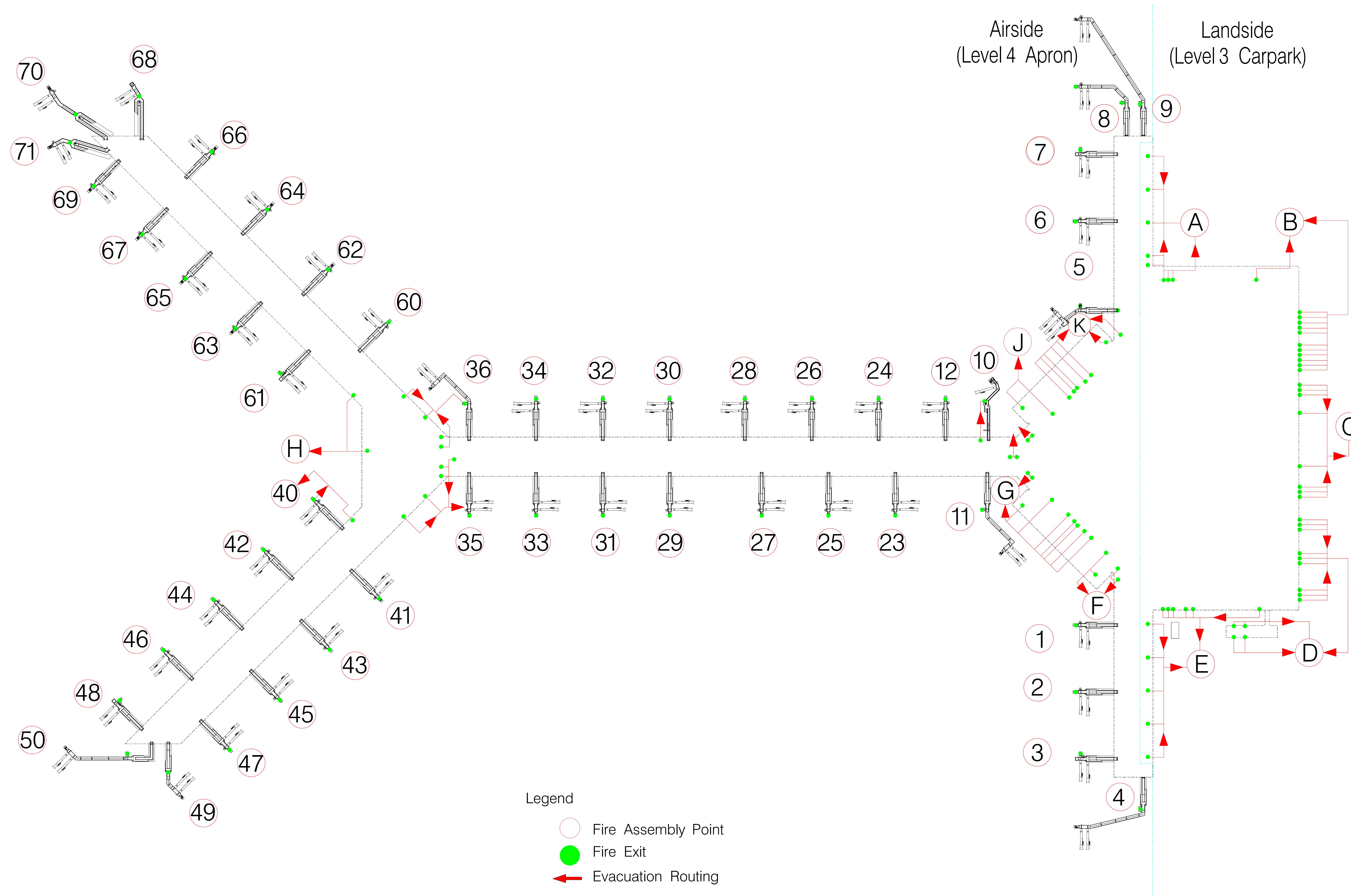
##### Step 3

Background Data	✓ or X	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



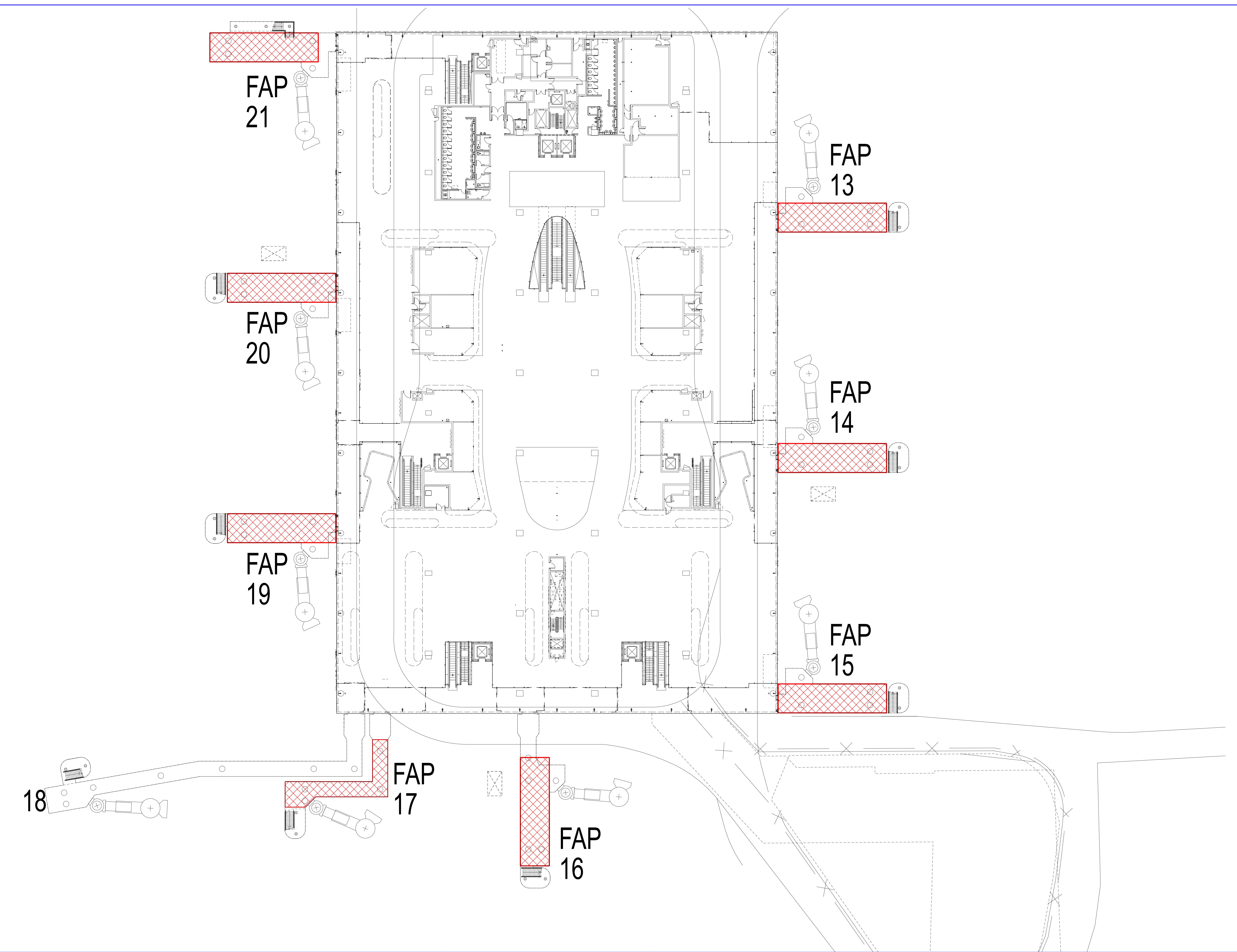
This page has nil content




## PTB Fire Assembly Points



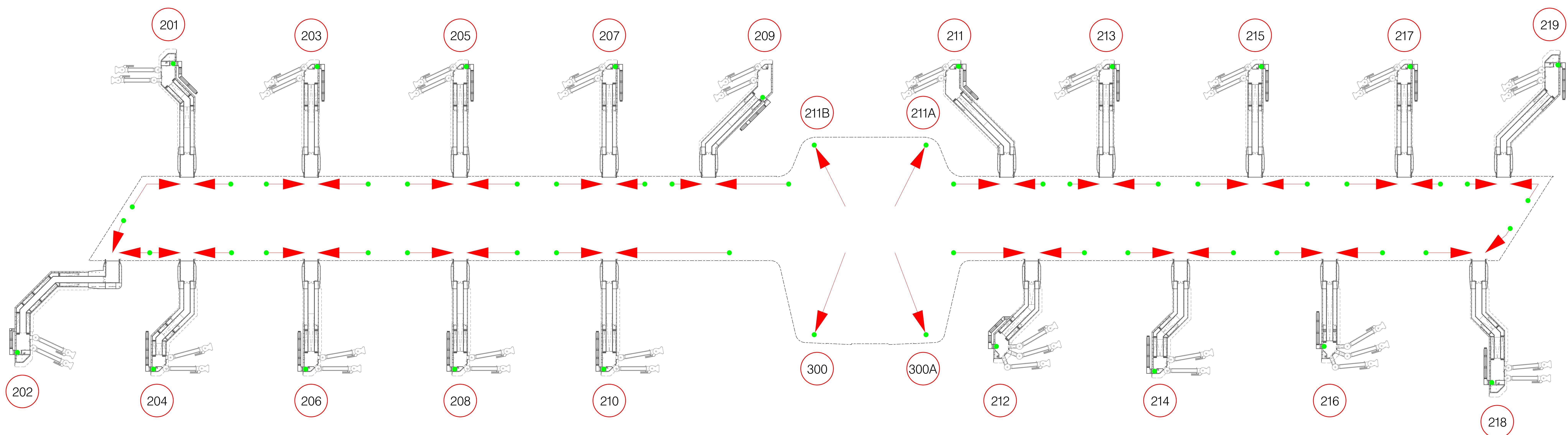
## Terminal 2 Fire Assembly Points



T1 Satellite Concourse Fire Assembly Points



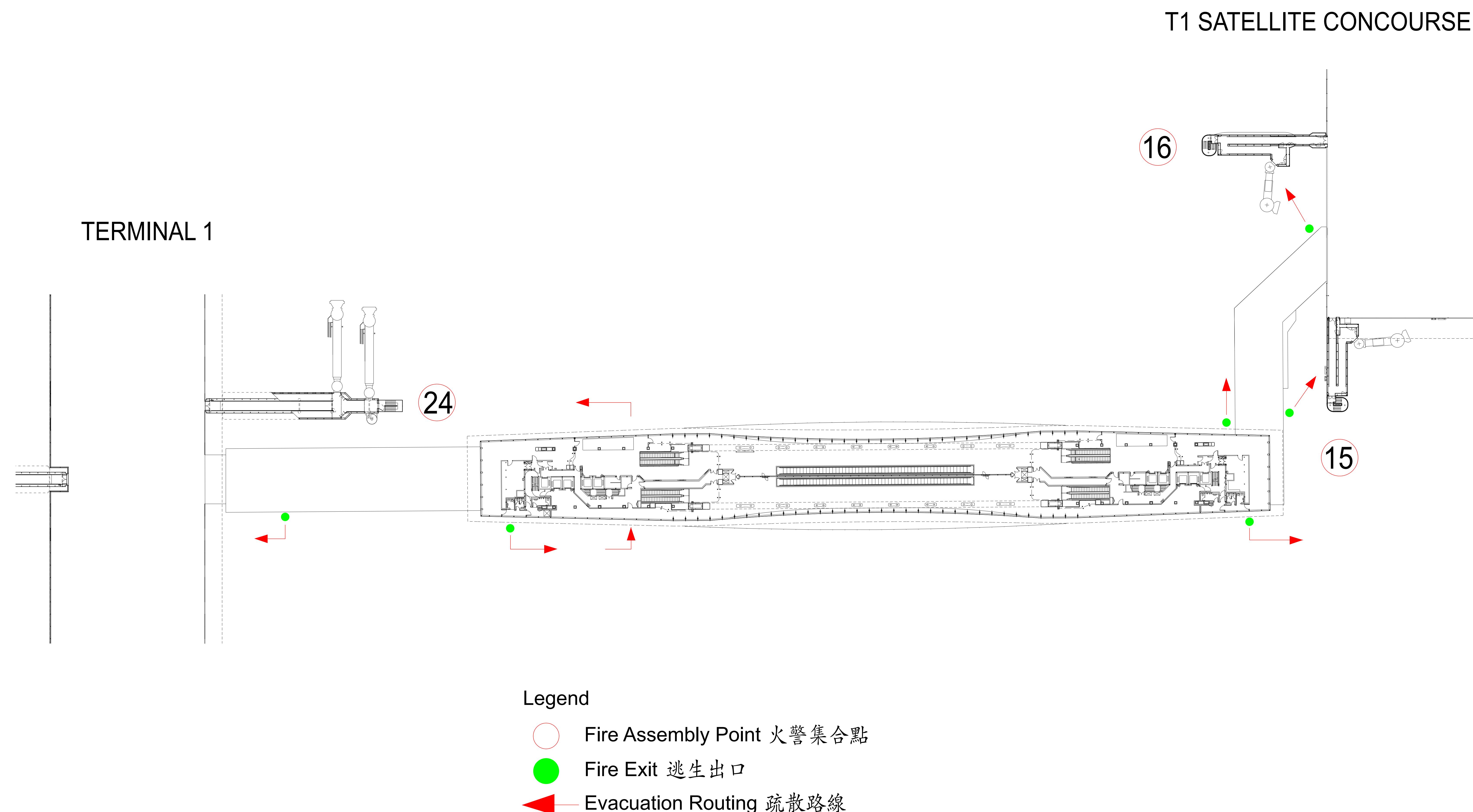
## SkyPier Terminal Fire Assembly Points



## Legend

- Fire Assembly Point 火警集合點
- Fire Exit 逃生出口
- ← Evacuation Routing 疏散路線

T1 Midfield Concourse Fire Assembly Points



## Sky Bridge Fire Assembly Points