

PART 10A

FIRE IN PASSENGER TERMINAL BUILDING

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GENERAL

1. Introduction

This chapter details the fire response procedures and responsibilities relating to a fire within the Passenger Terminal Building (PTB), which includes the Terminal 1 (T1) and the Sky Bridge, the T1 Satellite Concourse (T1S), the SkyPier Terminal (SPT), the T1 Midfield Concourse (T1M), as well as system service levels (L1 & L2) of ex-Terminal 2. Since the T1 is located adjacent to the Ground Transportation Centre (GTC), this Part should be read in conjunction with the procedures for the **“Fire in Ground Transportation Centre”** (see *Part 10B of this Volume*).

2. Phases of the Passenger Terminal Fire Emergency Plan

2.1 Alerting

In the event of a fire emergency detected inside the PTB, the PTB Fire Detection & Suppression System will automatically alert the Fire Services Communications Centre (FSCC) and the Airport Authority (AA) IAC of a fire alarm within the PTB. The IAC is responsible for initiating this emergency procedures and coordinating with all concerned parties depending on the location of the fire. The alerting plan is summarised in the diagram shown on page 2-1 of Section 2 of this Part.

2.2 Rescue and Fire Fighting

The Chek Lap Kok South Fire Station provides the immediate fire fighting and rescue response to fires within the PTB and may be assisted by additional appliances from off-airport fire stations.

2.3 Control of Access to the Scene of the Fire

The Airport Police and AA Terminal Operations Department / Landside Department will be responsible for cordoning off and diverting traffic from the fire scene to prevent any unauthorised access to the fire scene and to facilitate the rescue and fire fighting operation.

2.4 Control and Coordination

The Fire Services Department (FSD) senior officer in charge at the scene will assume overall command of the rescue and fire fighting

operation. The Terminals and Landside Duty Manager / Assistant Manager, Landside Services on duty will be responsible for controlling and coordinating the AA's response in support of the FSD and will also be responsible for coordinating contingency measures involving airport organisations, passengers and members of the public inside the PTB. The senior Police officer in charge at the scene will control and coordinate police officers involved in the operation. The Terminals and Landside Duty Manager / Assistant Manager, Landside Services on duty and the senior Police officer at the scene will liaise closely with senior FSD officer in charge at the scene to ensure proper coordination.

2.5 Casualty Management

The Fire Services Department will provide ambulance services and assume the responsibility for casualty management, with medical support initially from the Port Health Division (Airport Section)/ Department of Health and AA Medical Services.

2.6 Evacuation of Public Areas

In the event that evacuation from part or the whole of the PTB is necessary, the PTB Fire Detection and Suppression System will release the fire exit doors in the affected areas and activate pre-recorded announcements over the Public Address system advising evacuees to proceed to the nearest exit. The exit signs will flash to indicate the location of the exits. In addition to announcements in the affected fire zone(s), the system will also generate announcements and release the fire exit doors in the adjacent 'pre-alert' zones. Staff of the AA, airlines, handling agents and AVSECO are expected to assist the public in evacuating from the affected areas and locating the nearest Fire Assembly Point(s) (*see Appendix 1 of this Section*).

2.7 Evacuation of Non-Public Areas

In the non-public areas of the PTB (e.g. AA offices, Government offices, airline offices, store rooms, plant rooms, Baggage Hall and ramp operators' accommodation), the fire alarm will sound in lieu of announcements through the public address system. Persons should evacuate to the nearest Fire Assembly Point as shown on the Fire Evacuation Plan at the back of all office doors.

2.8 Fire Assembly Points (FAPs)

Airside Fire Assembly Points (FAPs) are located on the Apron level below each airbridge, outside the East Hall APV lounges and outside the West Hall.

Landside Fire Assembly Points (FAPs) are on the ground level at a number of places: near TIV Lounge & former Skylimo parking area and outside Ground Transportation Centre; and outside SkyPier Terminal (*see Appendix 1 of this Section*).

2.9 Investigation

The Fire Services Department will investigate the cause of the fire. If there is evidence of suspicious circumstances or fatalities, the Police will instigate an investigation. The fire scene will remain cordoned with access to it controlled by the Police.

2.10 Recovery

Once the fire is extinguished and the fire fighting and rescue operation is stood down by the senior FSD officer in charge, the Terminals and Landside Duty Manager / Assistant Manager, Landside Services on duty will initiate internal contingency procedures to enable normal operations to resume as early as possible. These will include the liaison with Customs & Excise Department and Immigration Department regarding the arrangements for the controlled return of evacuees to the parts of the PTB which have been evacuated. Should a fire investigation be required, the recovery of concerned areas will be carried out after the fire scene is released by the Police.

3. PTB Fire Detection & Suppression System

The PTB Fire Detection & Suppression System includes fire or smoke detection sensors linked to the respective Fire Control Centres.

The PTB is divided into geographical fire zones, each with its own fire suppression, smoke extraction and personnel evacuation facilities.

For T1, the FCC (3E017) is located at Level 4 adjacent to TDMO.

In addition to the Master Fire Indicator Panel (MFIP) in the Fire Control Centre, there are two remote mimic panels located on the ground level of T1 at the North and South landside access corridor entrances (*see Appendix 2 of this Section*) which shows the locations of all T1 fire alarms.

For L1 & L2 of ex-Terminal 2, the main fire alarm panel is located at FS control room of south annex building (SAB), which is on the west side of the building.

For T1S, the FCC is located on the north side of the building (4NC006).

For SkyPier Terminal (for the SkyPier building), the FCC is located on the north side service road of the building (3P074).

For SkyPier Terminal (for the extended Intermodal Transfer Terminal "ITT" building), the FCC is located on the north side of ITT building (3SPT041).

For T1M, the FCC is located on the south side of the building (4MC659).

For Sky Bridge, the FCC is located on the north side of the building (4SB017).

The systems are also linked to the IAC allowing IAC-TOD/LD and AVSECO Duty Security Controller to remotely monitor the system and the situation within the Passenger Terminal Building and to coordinate contingency measures where necessary.

4. Fire Alarm Response

4.1 Alarm Activation

If a fire sensor is activated, the PTB Fire Detection & Suppression System will automatically alert the Fire Services Communications Centre (FSCC) and the IAC. The FSCC will mobilise FSD fire appliances from the nearest fire station. AA IAC-TOD/LD will determine appropriate pick-up point at either Airport Gate 2 or 3 (in the event of a fire emergency in the PTB at the airside) and rendezvous point with the FSD, and advise the FSCC, IAC-ACC and AVSECO Duty Security Controller.

The FSCC will then direct FSD responding units to the pick-up point (in the event of a fire emergency in the PTB at the airside) and rendezvous point. The rendezvous point for the airside is at the airbridge as designated by IAC-TOD. The rendezvous point for the landside is at either south side of Terminal 1 near FAP E or north side of Terminal 1 near FAP A, or other location as designated by IAC-TOD/LD (*see Appendix 2 of this Section*).

The IAC-TOD/LD will at the same time dispatch TOD/LD duty staff to the location of the fire alarm and another duty staff to the rendezvous point to meet the Fire Services Department and assist them to the fire alarm location or the fire scene. In addition, the IAC-TOD will initiate alerting action in accordance with the alerting plan shown on page 2-1 of Section 2.

4.2 Evacuation Mode

The PTB Fire Detection and Suppression System will automatically initiate a series of system responses (*see para. 2.6 and 2.7 above*) which, if not suspended, will activate the evacuation and fire suppression measures within the fire zone. Alarm determination will involve both remote CCTV surveillance of the area in which the fire alarm occurs as well as the on-site investigation by the TOD/LD duty staff.

4.3 Genuine Fire

If a genuine fire is confirmed, then the procedures outlined in the following sections will be implemented.

4.4 False Alarm

Upon confirmation from the senior FSD officer-in-charge that the fire alarm is false, the IAC-TOD will alert the parties concerned of stand down of the fire emergency.

4.5 System Reset

AA Technical Services Infrastructure Department will carry out a check together with AA TOD/LD and fully reset the PTB Fire Detection and Suppression System, investigating the cause of the false alarm and rectifying the defects.

This is illustrated in the fire response chart shown in Appendix 3 of this Section.

5. PTB Tenants and Employees

Tenants and employees must familiarise themselves with the following procedures in the event of a PTB fire alarm and evacuation. Details of actions to be taken are described in Section 35 of this Part.

- 5.1 All employees must acquaint themselves with the location of the nearest emergency fire exit and escape route as illustrated on the Fire Evacuation Plan at the back of each office door.

- 5.2 Employees must be fully trained on the types and usage of fire extinguishers and be familiar with locations of extinguishers, hose reels and manual fire alarm call points (i.e. break glass).
- 5.3 All employees must be conversant with the PTB fire evacuation plan, and a copy of this section of the manual must be readily available to all staff and clearly displayed within their premises.
- 5.4 Tenants must ensure that in the event of a fire in the PTB, all persons within their accommodation are assisted and evacuated.
- 5.5 Tenants are required to designate a Fire Warden to take an employee roll call after an evacuation. Any missing persons must immediately be reported to the Fire Services Department via the AA Evacuation Coordinator. Details of the nominated Fire Warden's responsibilities are shown in Section 35 para. 1 of this Part.

6. Airport Authority Airport Emergency Centre (AEC)

- 6.1 The Airport Emergency Centre will be activated by the Airport Duty Manager if considered necessary, following consultation with senior AA Airport Management.
- 6.2 The Airport Emergency Centre, connected to the Integrated Airport Centre and located adjacent to Airport Gate 1 (Grid reference K30 on page 2-3 in Section 2 of Part 10A), will be activated to function as the central point of command and coordination or the Airport Authority, airlines, Government Departments and airport operators to minimize airport disruption, facilitate emergency responses and the rapid restoration of the affected areas to normal operations.
- 6.3 The Airport Emergency Centre will be staffed by AA Airport Duty Manager, who will take on the role as AEC Manager upon activation of the centre. He will be responsible for the management, staffing and communications of the Airport Emergency Centre (see *Section 39 of this Part*). The AA Executive Director, Airport Operations will report to the Airport Emergency Centre for an initial briefing and subsequently be based there in overall charge for airport operations recovery. He will brief and maintain contact with the Chief Executive Officer (CEO) and Chief Operating Officer (COO) of the Airport Authority. The AA General Managers of 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 a fire in the Passenger Terminal Building, the operations of the Airport Emergency Centre will be supported, as

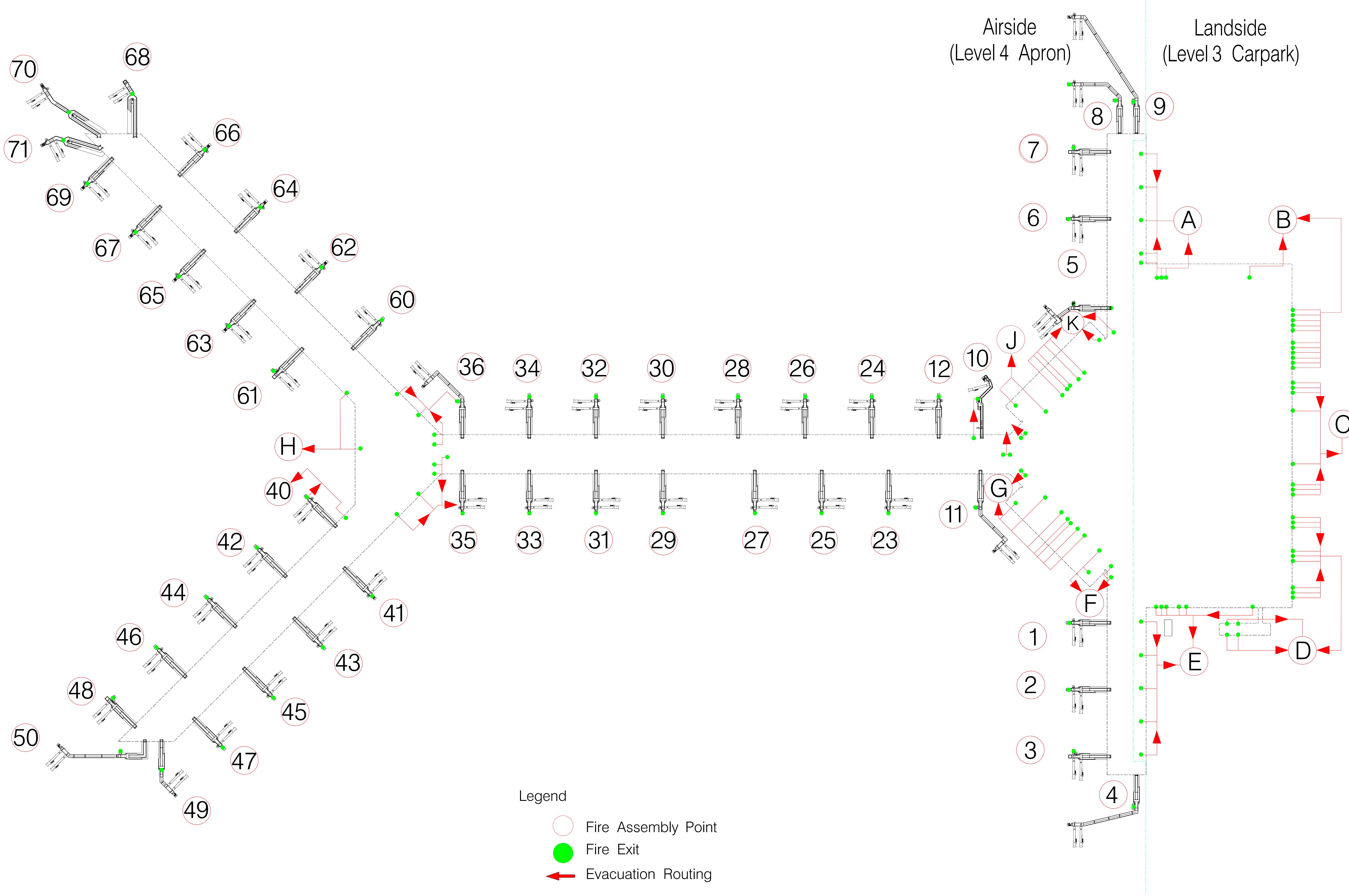
necessary, by representatives of Air Traffic Control, AVSECO, Airline Operators Committee, Police, AA Corporate Affairs Department, Line Maintenance Franchisees, Ramp Handling Licensee, AA Terminal Operations Department, AA Landside Department, AA Airfield Department and AA Technical Services Infrastructure Department.

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

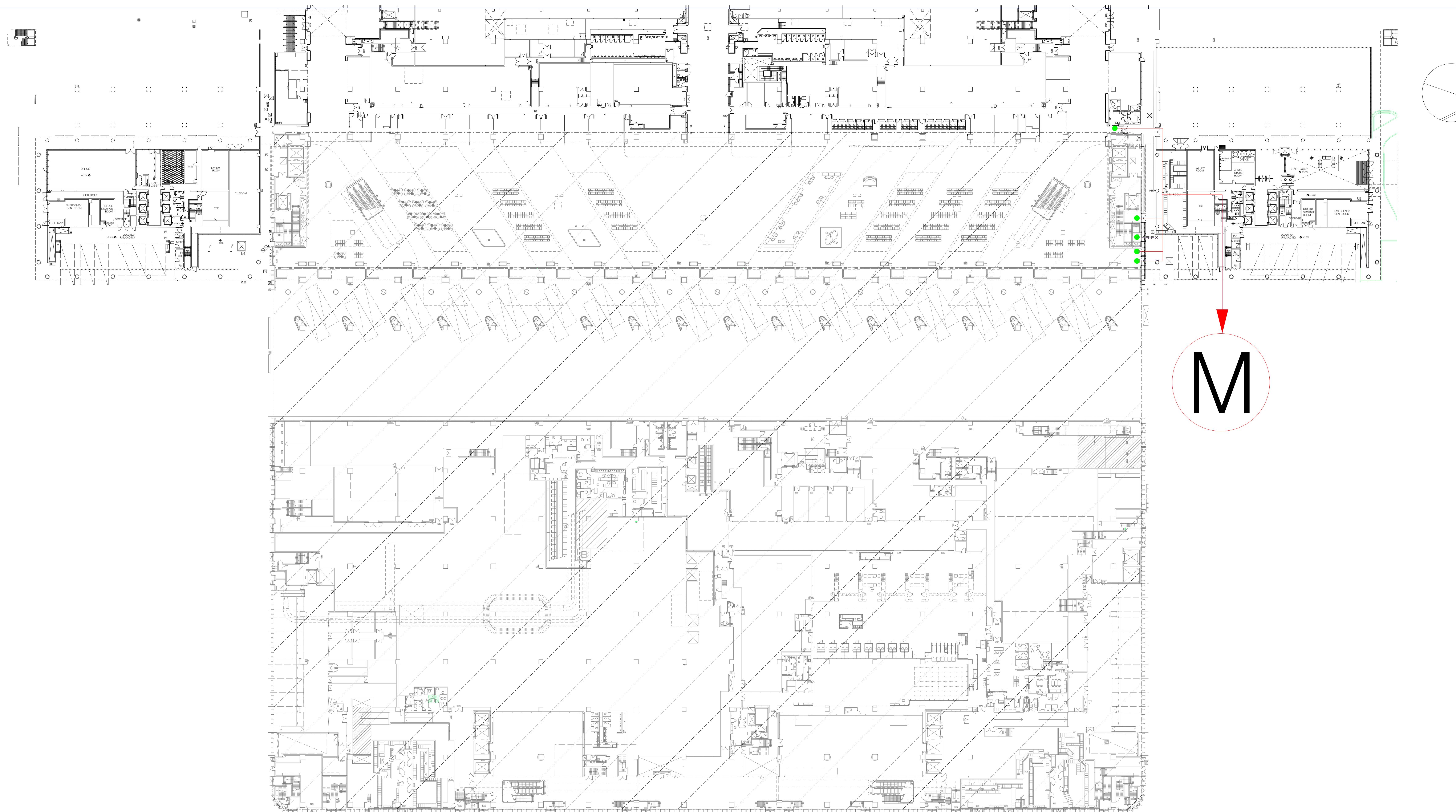
- Personal Computers with AA network access / internet / Email
- Hotline to key Government Departments
- Telephones / Facsimile
- Wi-Fi wireless internet access
- Terrestrial Trunked Radio system
- Audio Conferencing System
- Multimedia Video Wall Display
- Closed Circuit Television System Monitors
-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

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

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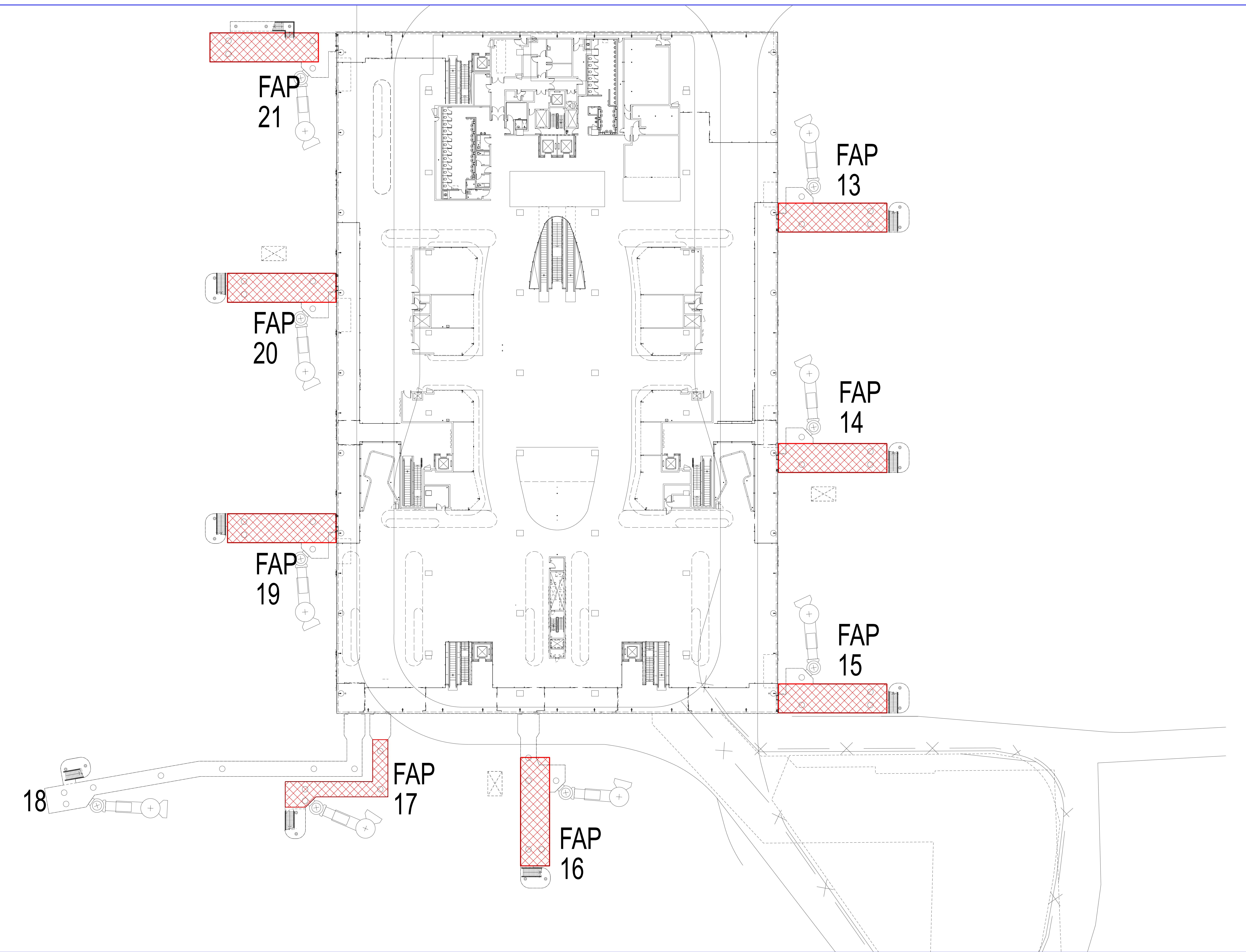
Terminal 1 Fire Assembly Points




Legend

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

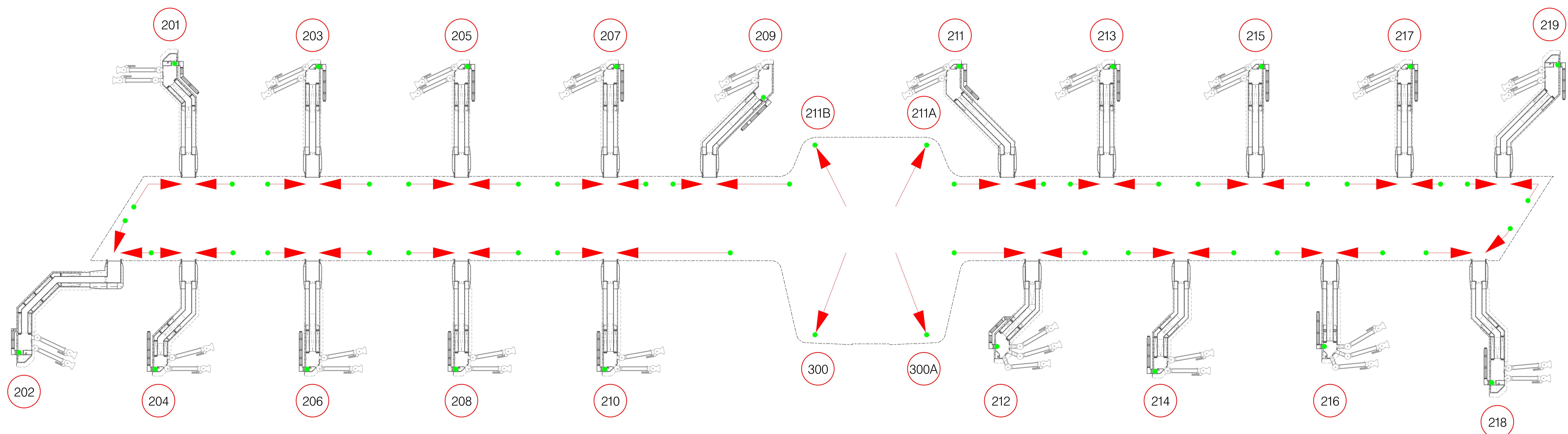
Terminal 2 Fire Assembly Points



T1 Satellite Concourse Fire Assembly Points



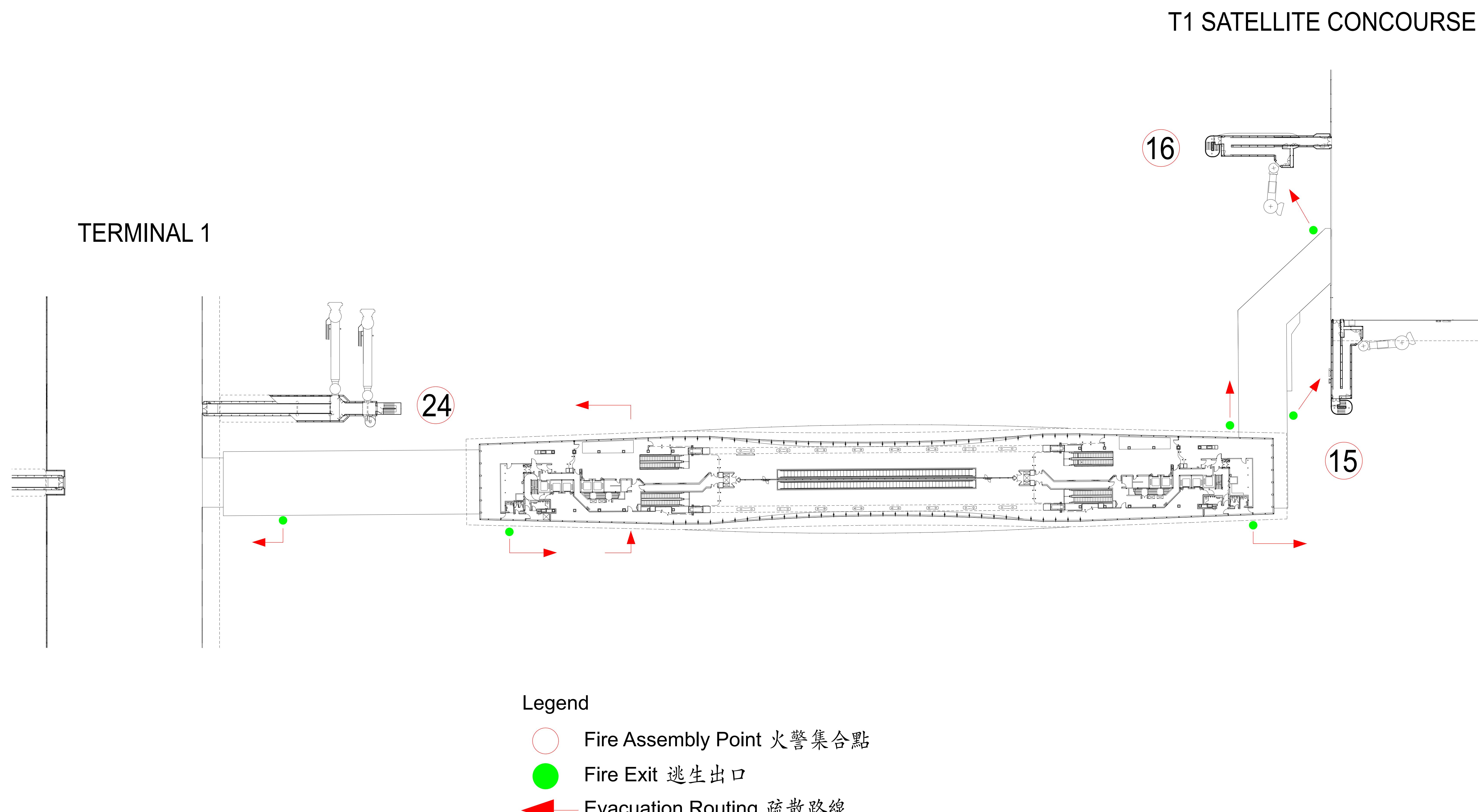
SkyPier Terminal Fire Assembly Points



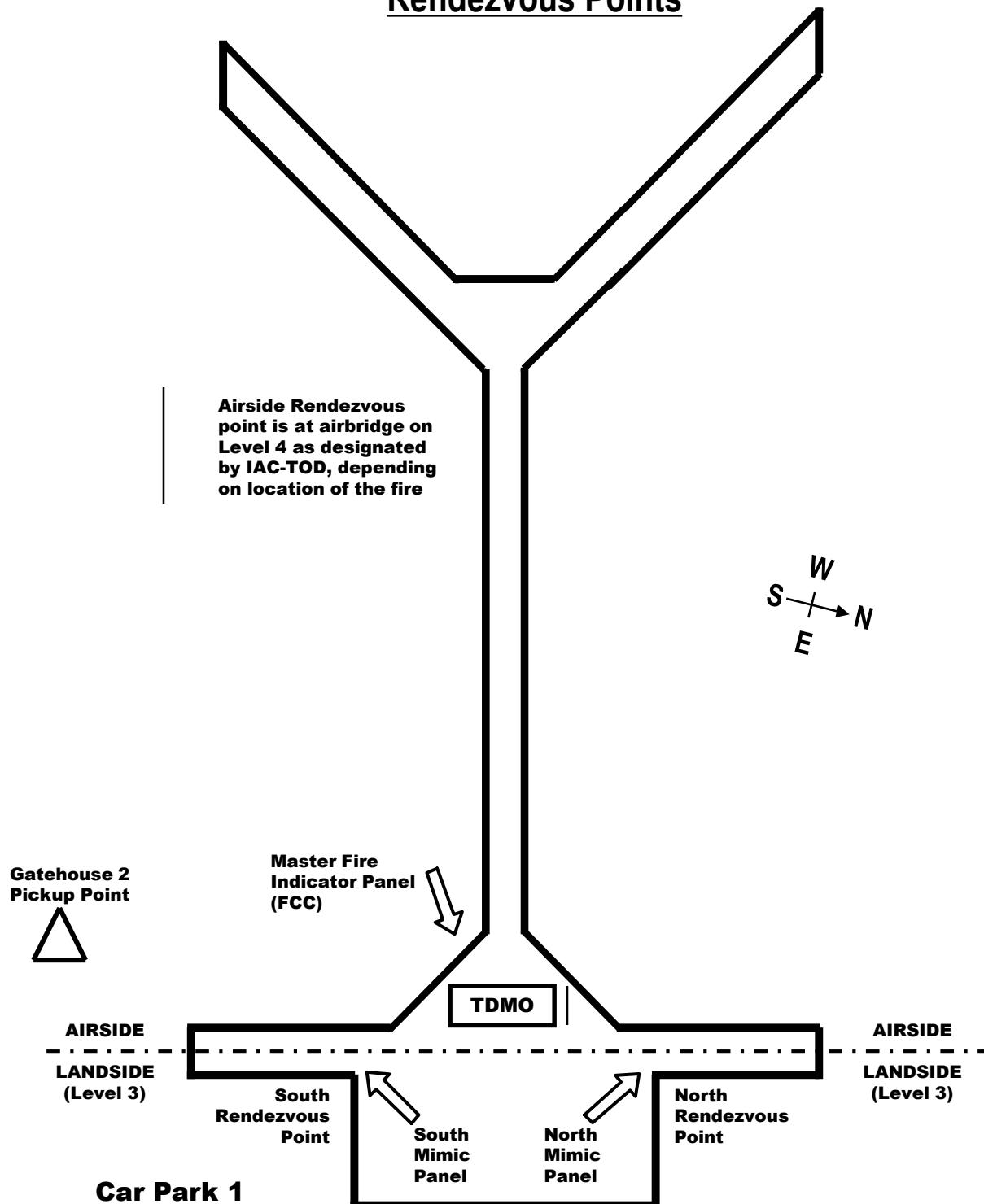
Legend

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

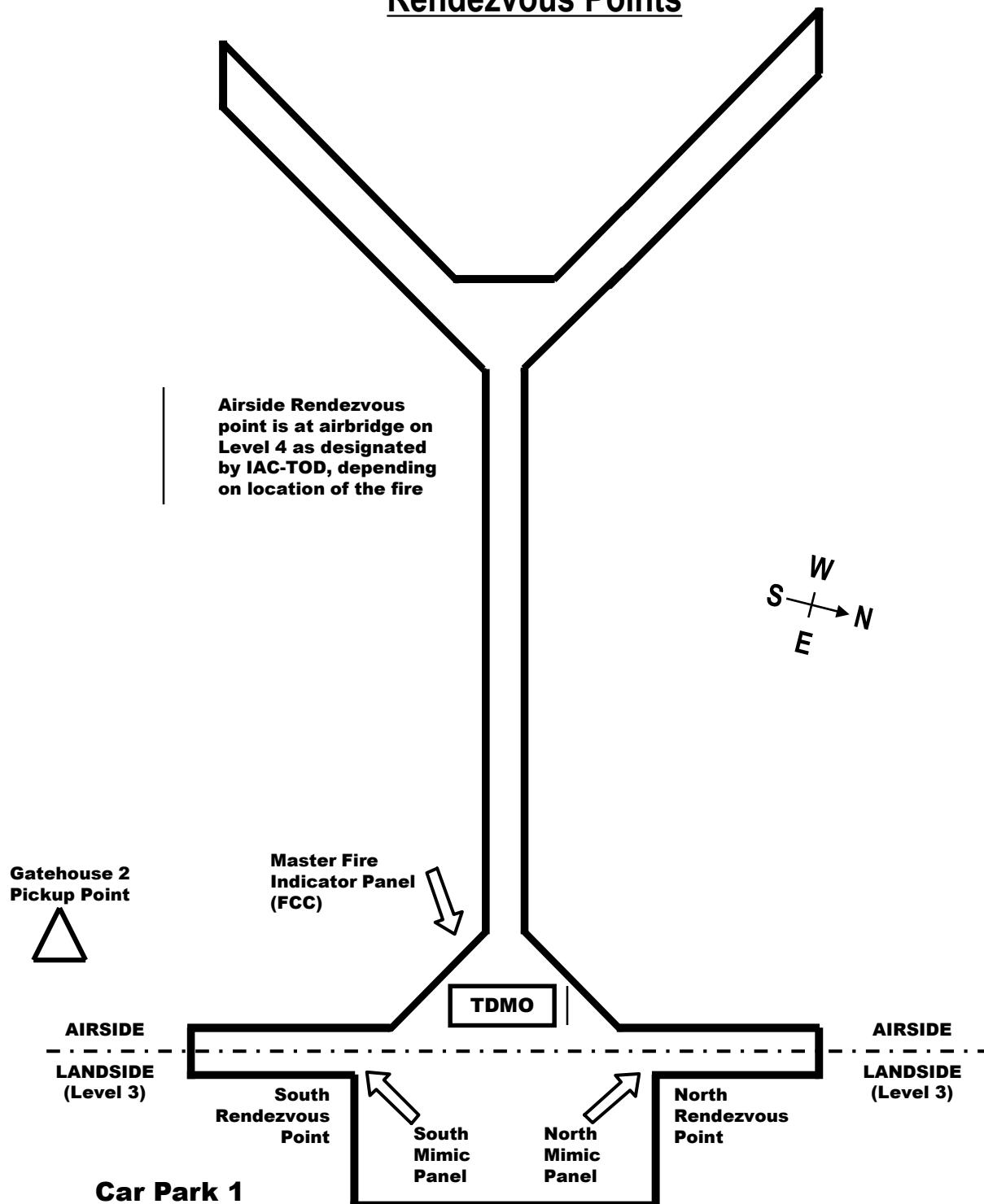
T1 Midfield Concourse Fire Assembly Points



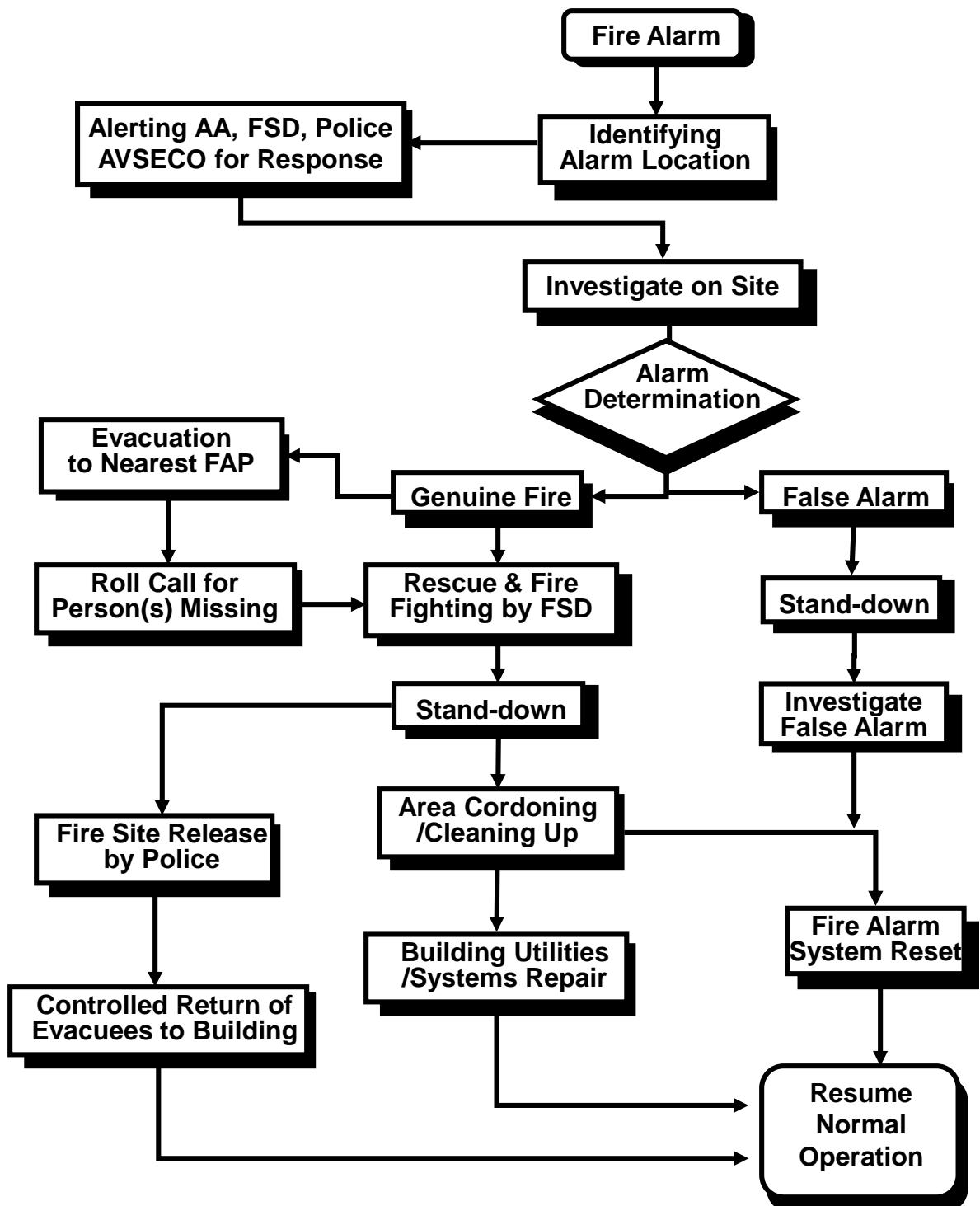
Sky Bridge Fire Assembly Points

**Section 1
Appendix 2****Location Plan for Fire Indicator Panels & FSD
Rendezvous Points**

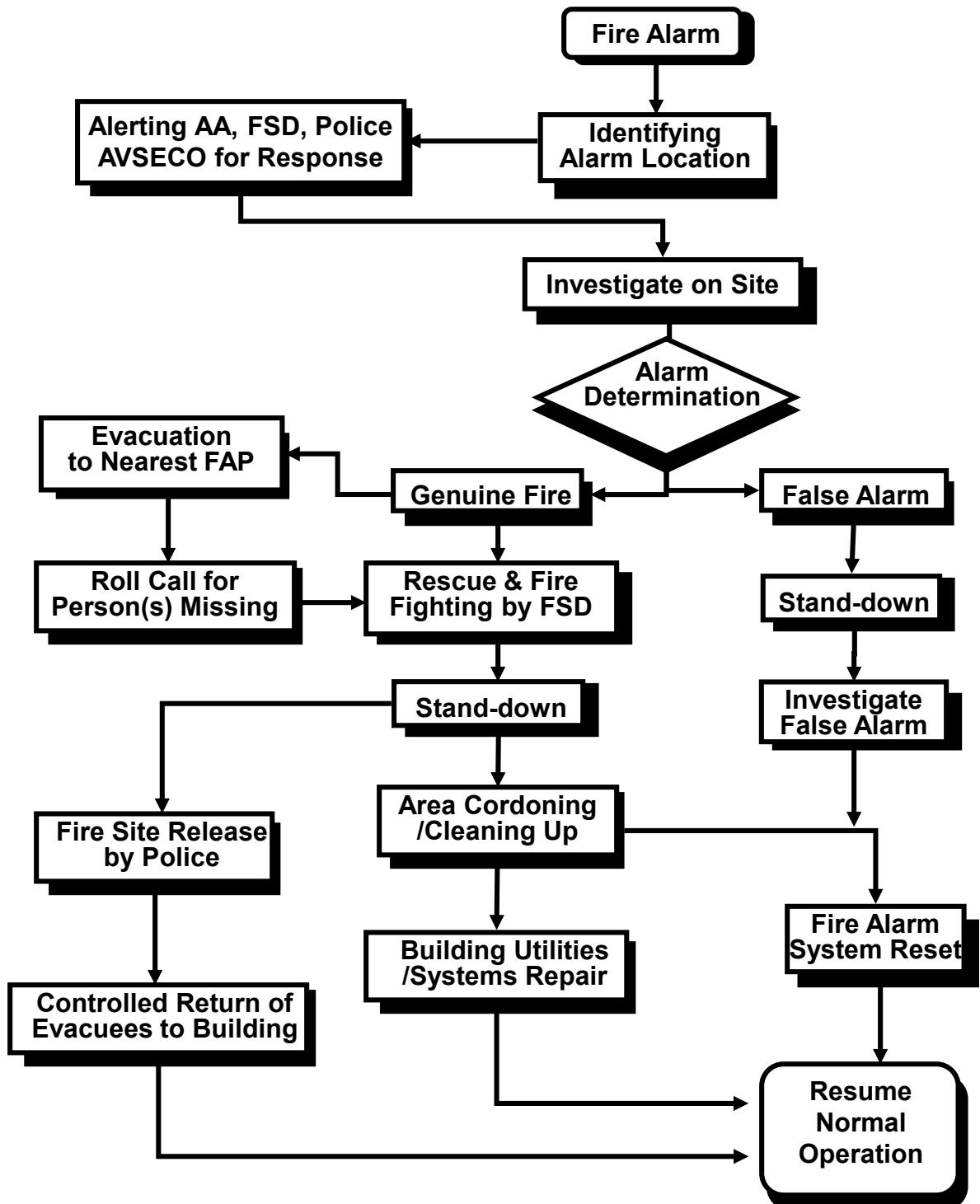
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**Section 1
Appendix 2****Location Plan for Fire Indicator Panels & FSD
Rendezvous Points**

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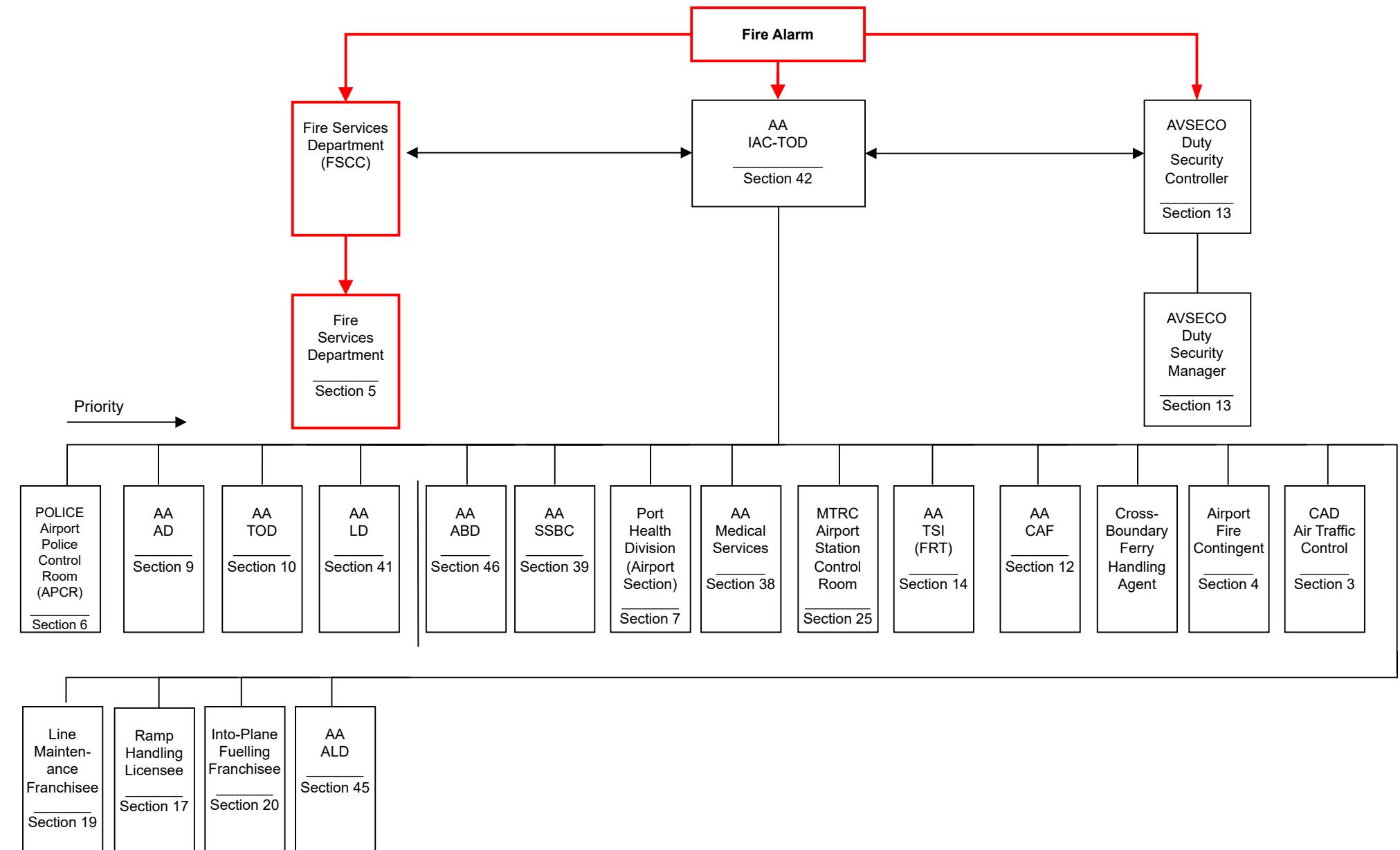
Fire Response Chart for Passenger Terminal Building

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
Fire Response Chart for Passenger Terminal Building

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Fire in Passenger Terminal Building Alerting Diagram



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

RESPONSIBILITIES

- Safeguarding taxiing aircraft ground movements
- Alerting inbound traffic, as required

Alerted by IAC-TOD

1. Action by Air Traffic Control (ATC)

- 1.1 Notify inbound flights of airport emergency status and any operational restrictions as advised by IAC-ACC, if applicable.
- 1.2 Direct ground movements of aircraft away from those areas affected by the fire.
- 1.3 Upon notification from 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*).

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AIRPORT FIRE CONTINGENT

RESPONSIBILITIES

- Stand-by
- Back-up Fire Services Department

Alerted by IAC-TOD

1. Action by Airport Fire Contingent (AFC):

- 1.1 To provide stand-by.
- 1.2 To back-up Fire Services Department, if required and conditions warrant, in consultation with ATC Watch Supervisor.

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FIRE SERVICES DEPARTMENT

RESPONSIBILITIES

- On Scene Command
- Fire Fighting, Rescue and Evacuation
- Ambulance Service

Alerted and dispatched by Fire Services Communications Centre (FSCC)

1. Action by Fire Services Department (FSD)

1.1 Respond with Chek Lap Kok South Fire Station appliances, reinforced by off-airport fire stations as necessary, to the following pick-up point:

- For a fire in the PTB at airside: at either Airport Gate 2 or 3 (depending on the location of the fire alarm or fire scene) where they will be met by AA Airfield Department duty staff and escorted to designated rendezvous location as specified by IAC-TOD.
- For a fire in the PTB at landside: the rendezvous point at either south side of Terminal 1 near FAP E or north side of Terminal 1 near FAP A, or other location as specified by IAC-TOD/LD.

At the rendezvous point, they will be met by AA Terminal Operations Department duty staff and assisted to the fire alarm location or fire scene (*see Appendix 2 of this Part*).

1.2 The officer in charge of FSD will command the fire fighting and rescue operation, direct the evacuation and liaise with the Terminals and Landside Duty Manager / Assistant Manager, Landside Services and most senior Police officer at the scene.

1.3 When fire fighting and rescue is completed, initiate stand down and confirm it to IAC-TOD/LD or AA Incident Coordinator at the scene.

1.4 If a false alarm is identified, confirm the false alarm to IAC-TOD/LD or AA Incident Coordinator at the scene.

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HONG KONG POLICE

RESPONSIBILITIES

- Crowd management and cordonning
- Investigation
- Evacuation support
- Traffic control
- Protection of property

Alerted by IAC-TOD

1. Action by Hong Kong Airport Police:

- 1.1 Airport Police Control Room (APCR) shall immediately deploy sufficient police officers to the fire alarm location or the fire scene for purposes of:
 - Crowd management
 - Area cordoning
 - Assisting with evacuation
- 1.2 APCR shall immediately deploy sufficient police officers for crowd control, to maintain traffic flow and assist the access of emergency services vehicles.
- 1.3 Upon notification from the 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 Guard the fire scene.
- 1.5 Protect property.
- 1.6 Conduct an investigation if there are suspicious circumstances or fatalities.
- 1.7 Maintain law and order.

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

RESPONSIBILITIES

- Medical support on scene
- Evacuation

Alerted by IAC-TOD

1. Action by Port Health Team (Airport Section)

- 1.1 Standby to assist the Fire Services Department.
- 1.2 Provide medical advice and assistance to on-scene casualty management.
- 1.3 Assist in providing first aid to casualties on scene.

2. Action by nominated Fire Warden

- 2.1 As a tenant of the Passenger Terminal Building, the nominated Fire Warden should carry out the activities as detailed in Section 35 para. 1 of this Part.

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AA AIRFIELD DEPARTMENT

RESPONSIBILITIES

- Escort for Emergency Services
- Support
- Evacuation

Alerted by IAC-TOD

1. Action by Airfield Duty Manager

- 1.1 For the fire emergency in the PTB in airside, initiate instructions to remove aircraft and ground equipment from frontal stands and immediate danger area(s), if necessary.
- 1.2 In the event of an airside evacuation onto the apron areas, arrange for sufficient Airfield Department officers and AVSECO duty staff to assist in the apron crowd control and the area cordoning to ensure evacuees are kept away from aircraft and ramp activities for safety.
- 1.3 Assign sufficient Airfield Department officers to act as the Evacuation Coordinators (Airside Evacuation), and dispatch them to each of Fire Assembly Points to carry out the activities as detailed in para. 2.

2. Action by Evacuation Coordinator (Airside Evacuation)

- 2.1 Establish communication link with IAC-TOD
- 2.2 Together with AVSECO, arrange for the crowd control of evacuees at the Fire Assembly Point(s).
- 2.3 Collect all completed roll call forms from the Fire Wardens of the PTB tenants.
- 2.4 Take account of and identify missing persons and report to IAC-TOD.
- 2.5 Report the results of roll calls to IAC-TOD.
- 2.6 Liaise with Terminals and Landside Duty Manager regarding arrangements for the controlled return of evacuees to the parts of

Passenger Terminal Building which have been evacuated after the stand down of the fire emergency.

3. Action by nominated Fire Warden

- 3.1 As a tenant of the Passenger Terminal Building, the nominated Fire Warden should carry out activities as detailed in Section 35 para. 1 of this Part.

AA TERMINAL OPERATIONS DEPARTMENT

RESPONSIBILITIES

- Safety for public/staff and building
- Support and coordination of emergency response
- Maintain continued PTB operation during emergency

Alerted by IAC-TOD

1. Action by Terminals and Landside Duty Manager

1.1 Initial Response:

- 1.1.1 Confirm a Terminal Operations Department duty staff is assigned as AA Incident Coordinator to carry out activities as detailed in para. 2 below and he/she was dispatched to the fire alarm site for immediate physical verification and operational coordination.
- 1.1.2 Confirm another duty staff is assigned and dispatched to the designated rendezvous point immediately to meet and assist the FSD personnel to the fire alarm location or the fire scene.

1.2 On Confirmed Genuine Fire Emergency:

- 1.2.1 Direct AVSECO Duty Security Controller to initiate evacuation for the affected parts of the Passenger Terminal Building (See Section 1 para. 2.6 - 2.8 of this Part).
- 1.2.2 For the landside evacuation, assign sufficient Terminal Operations Department duty staff to act as Evacuation Coordinator(s) and dispatch them to each of the Fire Assembly Points (B, C & D) to carry out the activities as detailed in para. 3 below.
- 1.2.3 Continue to monitor and assess impacts to passenger terminal and landside operations and assist in the coordination, support and communications with FSD, Police, AVSECO Duty Security Controller and IAC-ACC during the fire emergency. Determine and implement suitable action(s) to minimize the operation impacts developed or likely to be developed.
- 1.2.4 Arrange to suspend the operation of the Automated People Mover (APM) and to cordon off access to relevant APM platforms.

- 1.2.5 Liaise with AA Technical Services Infrastructure Department to isolate relevant electrical supplies and affected utilities as requested by the Fire Services Department.
- 1.2.6 Prepare for self evacuation should the situation warrant.

1.3 Stand Down from Genuine Fire Emergency:

- 1.3.1 Liaise with AA Technical Services Infrastructure Department to reactivate the deactivated electrical supplies and affected utilities.
- 1.3.2 Coordinate resources to clean up affected areas.
- 1.3.3 Coordinate resources to isolate and secure the damaged areas of the Passenger Terminal Building to facilitate investigation and repair.
- 1.3.4 Initiate the controlled return of tenants to their work place.
- 1.3.5 Liaise closely with Customs & Excise Department and Immigration Department regarding arrangements for the controlled return of evacuees including passengers, crew and airport staff to the parts of the Passenger Terminal Building which have been evacuated.
- 1.3.6 Dispatch sufficient Terminal Operations Department duty staff to each of the Fire Assembly Points to escort evacuees back into the Passenger Terminal Building.

1.4 On Confirmed False Alarm Situation:

- 1.4.1 Liaise with AA Technical Services Infrastructure Department to check and reset the fire alarm system, ascertain the cause of false alarm and rectify the defects.

2. Action by AA Incident Coordinator**2.1 On Confirmed Genuine Fire Emergency:**

- 2.1.1 Identify the location and the nature of the fire if safe to do so and report to IAC-TOD.
- 2.1.2 Direct and facilitate the rescue and fire fighting operations before the arrival of the Fire Service Department if it is safe to do so.
- 2.1.3 Ensure that the affected area is searched for casualties and suitably cordoned off.

- 2.1.4 Ensure that all non-essential personnel in the affected areas are evacuated to the nearest Fire Assembly Point(s).
- 2.1.5 Maintain a continuous review of the fire development and assess on impacts to the landside or passenger terminal operations and determine the suitable course of action(s) to minimise the impacts arising.
- 2.1.6 Provide information and assistance to the Fire Services Department as required.
- 2.1.7 Control the traffic movement within the fire scene.
- 2.1.8 Take appropriate action(s) to preserve evidence and arrange for recovery work and site clearance.

2.2 On Confirmed False Alarm Situation:

- 2.2.1 Endeavor to locate the false alarm point and report to IAC-TOD.
- 2.2.2 Gather on-site evidence which possibly lead to the false alarm.
- 2.2.3 Assist AA Technical Services Infrastructure Department and contractors to check and reset the fire alarm system, ascertain from contractors of possible cause of the false alarm and rectify the defects.
- 2.2.4 Advise IAC-TOD of the false alarm when confirmed by the FSD.

3. Action by Evacuation Coordinator (Landside Evacuation)

- 3.1 Establish a communication link with IAC-TOD.
- 3.2 Together with AVSECO, arrange for the crowd control of evacuees at the Fire Assembly Point(s).
- 3.3 Collect all completed roll call forms from the Fire Wardens of tenants.
- 3.4 Take account of and identify missing persons and report to IAC-TOD.
- 3.5 Report the results of roll calls to IAC-TOD.
- 3.6 Liaise with Terminals and Landside Duty Manager regarding arrangements for the controlled return of evacuees back to affected parts of the building after stand down of the fire emergency.

4. Action by nominated Fire Warden

- 4.1 As a tenant of the Passenger Terminal Building, the nominated Fire Warden should carry out the activities as detailed in Section 35 para. 1 of this Part.

AA AIRPORT EMERGENCY CENTRE (AEC)

(Tel : 2182 0088 Fax : 2182 9088)

RESPONSIBILITIES

- Off-scene airport control and co-ordination
- Collating information on the rescue operations
- Public announcement of the incident
- Enquiry centre
- Facilities for the Press
- Continued functioning of the airport
- Contingency staffing
- Welfare for AA and other staff at the scene & AEC
- Information and briefing centre

Representatives Present

- AA Executive Director Airport Operations (or his deputy)
- AA Airport Duty Manager
- AA General Manager – Terminal Operations
- AA General Manager – Landside
- AA General Manager – Airfield
- AA General Manager – APM & Baggage
- Air Traffic Control (if required)
- AVSECO
- Police
- Airline Operators Committee (AOC)
- AA Corporate Affairs Department
- Hong Kong Airline Service Providers Association (HASPA)
- Line Maintenance Franchisee
- Ramp Handling Licensee
- AA Technical Services Infrastructure Department
- AA Airfield Department
- AA Terminal Operations Department
- AA Landside Department
- AA APM & Baggage Department
- AA Aviation Logistics Department

1. General Functions of AEC**1.1 Co-ordination of Information**

1.1.1 Provide off-scene support for Fire Services Department, Department of Health, Police and other airport agencies responding to the fire emergency.

1.1.2 Maintain a chronological log of events and actions taken.

1.2 Transportation

1.2.1 Maintain communication with IAC and co-ordinate with parties concerned on relevant traffic diversion, temporary roads closure, or suspension of normal airport rail services to facilitate a speedy transfer of the casualties away from the airport for further medical treatment.

1.3 Co-ordination 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 responding for the fire emergency to facilitate their access to the incident scene if required.

1.4 Passenger Terminal Operations

1.4.1 Liaise closely with AOC and advise all other airlines on the likely impacts of the fire incident on the normal airport operations.

1.4.2 Co-ordinate with IAC-TOD to closely monitor if any airside congestion is developed in the Passenger Terminal Building and assess the need for implementing necessary 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.

1.6.2 Arrange for the relief, catering and other needs of the staff deployed at the scene and at AEC.

2. Roles and Responsibilities of AEC Representatives

2.1 AA Executive Director, Airport Operations (or his deputy)

- Responsible for managing and recovering the airport operations 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 operation 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 ensure minimal disruption to normal terminal operations.
- As a result of the incident, should there be considerable no. of stranded passengers within the PTB, consider the need to:
 - (a) Initiate the mobilization of the “**Passenger Care Team**” to provide care and support to stranded passengers.
 - (b) Initiate the mobilization of St. John Ambulance standby first-aid team to the airport to cater for medical needs of the stranded passengers.
 - (c) Activate the 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 rail train services if required.

2.5 AA General Manager – Airfield (see Section 9)

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

2.6 AA General Manager – APM & Baggage

- Oversees APM and Baggage Hall activities and ensures minimal disruption to normal APM and baggage operations.

2.7 Air Traffic Control (see Section 3) (if required)

- 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 Security Duty Manager on the airport security situation updates
- In consultation with Terminals and Landside Duty Manager / Assistant Manager, Landside Services, implement and reinforce the crowd control measures as required.

2.9 Police (see Section 6)

- Act as liaison between the AEC, APCR and Police officers at the scene on the information updates of the area cordoning, evacuation of affected parts of Passenger Terminal Building and the progress on casualty evacuation to hospitals (if any).
- In consultation with Terminals and Landside Duty Manager / Assistant Manager, Landside Services, implement and reinforce the 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 posted 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 Airport Authority, Information Services Department and the press media.
- Prepare and issue press statements.
- Handle and manage press enquiries.

2.12 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 Refuelling Franchisee / Cargo Terminal Operators / Aircraft Caterers.

2.13 AA Technical Services Infrastructure Department (See Section 14)

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

2.14 Line Maintenance Franchisee (See Section 19)

- Act as liaison between the AEC and Line Maintenance Franchisee's activities to facilitate the servicing and possible removal of the parked aircraft away from affected areas of the Passenger Terminal Building.

2.15 Ramp Handling Licensee (see Section 17)

- Act as liaison between the AEC and Ramp Handling Licensee's activities to facilitate the handling of aircraft.

2.16 AA Airfield Department

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

2.17 AA Terminal Operations Department

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

2.18 AA Landside Department

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

2.19 AA APM and Baggage Department

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

2.20 AA Aviation Logistics Department (See Section 45)

- Act as liaison between the AEC and Aviation Logistics Franchisees on related activities.

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AA CORPORATE AFFAIRS DEPARTMENT

RESPONSIBILITIES

- Handle media enquiries
- Issue press release (if required)

Alerted by IAC-TOD

Action taken by Assistant General Manager, Media & Communications

1. Upon notification from Airport Duty Manager that the Airport Emergency Centre (AEC) is activated, dispatch a representative to the AEC to act as a liaison point immediately (*see Section 11 of this Part*).
2. Alert the Information Services Department if necessary.
3. Be prepared to handle any media enquiries and issue press release. All press statements must reflect an agreed position of the Government, the AA and other involved organisations. They must be cleared with the most senior Police officer present and Chief Executive Officer (CEO) of the Airport Authority or most senior AA representative present.
4. Maintain a chronological log of events and actions taken.

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AVIATION SECURITY COMPANY LTD.

RESPONSIBILITIES

- Monitoring
- Alerting
- Safety of public/staff and building
- Security of building and airside area
- Support to emergency response

Alerted by PTB Fire Detection and Suppression System

- 1. Initial Alerting and Action by AVSECO Duty Security Controller**
 - 1.1 Immediately identify the fire alarm source through the PTB Fire Detection and Suppression System and CCTV.
 - 1.2 Inform the AA IAC Terminals and Landside Duty Manager / Assistant Manager, Landside Services
 - 1.3 In case of failure of Thorngraph workstation, dispatch staff to the Master Fire Indicator Panel (MFIP) located inside the Fire Control Centre (*See Appendix 2 of this Part*) to identify the fire alarm location.
 - 1.4 Alert AVSECO Duty Security Manager.
 - 1.5 Maintain a chronological log of events and actions taken.
- 2. Action by AVSECO Duty Security Controller in the event of a genuine fire:**
 - 2.1 Ensure the release of all relevant secured access doors for evacuation, in both the fire and pre-alert zones.
 - 2.2 When directed by AA Terminals and Landside Duty Manager / Assistant Manager, Landside Services on duty, release audio broadcasting pre-recorded evacuation messages in both the fire and pre-alert zones.
 - 2.3 Dispatch sufficient AVSECO duty staff to handle crowd control during the evacuation.

- 2.4 In the event of an evacuation, ensure sufficient AVSECO duty staff are dispatched to provide safe and adequate security cordonning of the Fire Assembly Point area.

3. Action by nominated Fire Warden

- 3.1 As a tenant of the Passenger Terminal Building, the nominated Fire Warden should carry out the activities as detailed in Section 35 para. 1 of this Part.

4. Action by AVSECO Duty Security Manager in the event of a genuine fire:

- 4.1 Upon notification from AA Airport Duty Manager that the Airport Emergency Centre (AEC) is activated, dispatch a representative to the AEC to act as liaison immediately (*see Section 11 of this Part*).
- 4.2 Proceed to the fire site and rendezvous with the Fire Services Department, AA Terminals and Landside Duty Manager / Assistant Manager, Landside Services on duty and the Police.
- 4.3 Upon assessment of the situation by Fire Services Department, in conjunction with AA Terminals and Landside Duty Manager / Assistant Manager, Landside Services on duty and the Police, coordinate implementation of any evacuation measures required.

5. Action by AVSECO Duty Security Controller on confirmation of a false alarm:

- 5.1 Ensure all alerted parties are notified of the false alarm.
- 5.2 Ensure all security systems including Access Control System are reset and operational.
- 5.3 Ensure the passengers, crew and airport staff are re-screened prior to re-entering Airport Restricted Area (ARA) or Enhanced Security Restricted Area (ESRA), if applicable.

6. Action by AVSECO Duty Security Manager on confirmation of a false alarm:

- 6.1 Ensure that all passengers, crew and airport staff are re-screened prior to re-entering Airport Restricted Area (ARA) or Enhanced Security Restricted Area (ESRA), if applicable.
- 6.2 Ensure all security systems including Access Control System are reset and operational.
- 6.3 Investigate the false alarm, report for any possible system malfunction and submit report to the AA General Manager, Safety, Security and Business Continuity.

- 6.4 Maintain a chronological log of events and actions taken.
- 7. Action by AVSECO Duty Security Controller on confirmation of stand down from genuine fire emergency:**
- 7.1 Inform AVSECO Duty Security Manager of stand down of fire emergency.
 - 7.2 Ensure resetting of the Fire Detection and Suppression system.
 - 7.3 Ensure all security systems including Access Control System are reset and operational.
 - 7.4 Ensure the passengers, crew and airport staff are re-screened prior to re-entering Airport Restricted Area (ARA), or Enhanced Security Restricted Area (ESRA).
 - 7.5 When appropriate, clear the area for investigation, repairs and re-opening.
 - 7.6 Keep a chronological log of events and actions taken.
- 8. Action by AVSECO Duty Security Manager on confirmation of stand-down from genuine fire emergency:**
- 8.1 Upon confirmation of incident stand-down from the Fire Services Department, the AVSECO Duty Security Manager will ensure all security systems including the Access Control System are reset and operational prior to reopening the affected portion of the PTB.
 - 8.2 The fire area is sealed and secured for investigation and repair. When appropriate, clear the area for investigation, repairs and re-opening.

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AA TECHNICAL SERVICES INFRASTRUCTURE DEPARTMENT

RESPONSIBILITIES

- Technical Support
- Systems Recovery

Alerted by IAC-TOD

1. Action by Fault Response Team (FRT)

- 1.1 Alert Superintendent, Fault Response (E&M).
- 1.2 Maintain a chronological log of events and actions taken.

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

2.1 On Confirmed Genuine Fire Emergency:

- 2.1.1 If requested by the Fire Services Department, in liaison with AA Terminals and Landside Duty Manager / Assistant Manager, Landside Services on duty, deploy a maintenance staff to the scene to isolate relevant electrical supply and utilities.
- 2.1.2 If considered necessary, in liaison with AA Terminals and Landside Duty Manager / Assistant Manager, Landside Services on duty, isolate or shut down the affected parts of operation systems to prevent further damages to them.
- 2.1.3 Upon notification from 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*).

2.2 Stand Down from Genuine Fire Emergency:

- 2.2.1 In liaison with AA Terminals and Landside Duty Manager / Assistant Manager, Landside Services on duty, reactivate relevant electrical supply, affected utilities and the deactivated operation systems.

2.3 On Confirmed False Alarm Situation:

- 2.3.1 Assist AA Incident Coordinator to locate the false alarm location.
 - 2.3.2 Arrange with concerned parties within AA Technical Services Infrastructure Department to check and reset the fire alarm system, rectify the defects if necessary.
 - 2.3.3 Assist AA Incident Coordinator to gather on-site evidence which lead to the false alarm whenever possible.
 - 2.3.4 Stand down when notified by AA Terminals and Landside Duty Manager / Assistant Manager, Landside Services on duty or AA Incident Coordinator of the incident stand down.
- 2.4** Maintain a chronological log of events and actions taken.

AIRLINE/HANDLING AGENT

RESPONSIBILITIES

- Evacuation from PTB
- Evacuation assistance

Alerted by the Fire Alarm

1. Action by Airline Staff on duty at boarding / arrival gate in fire alert zone:

- 1.1 Assist in the evacuation of passengers and aircrew through the airbridge to the Fire Assembly Point on the Apron (Level 4) (*see Section 1 Appendix 1 of this Part*), paying a particular attention to the elderly and disabled.

2. Action by nominated Fire Warden

- 2.1 As a tenant of the Passenger Terminal Building, the nominated Fire Warden should carry out the activities detailed in Section 35 para 1 of this Part.

RAMP HANDLING LICENSEE

RESPONSIBILITIES

- Aircraft relocation
- Ground vehicle movement
- Evacuation from PTB

Alerted by IAC-TOD

1. Action by Ramp Handling Licensee

1.1 Initial Response:

- 1.1.1 During the fire emergency, provide services or assistance as required by AA IAC-ACC

1.2 On confirmed Genuine Fire Emergency:

- 1.2.1 As directed by AA IAC-ACC assist with the aircraft relocation and removal of ground support equipment from fire affected areas or areas with immediate danger.

- 1.2.2 Upon notification from AA Airport Duty Manager that the Airport Emergency Centre is activated, dispatch a representative to the AEC to act as liaison immediately (see *Section 11 of this Part*).

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

2. Action by nominated Fire Warden

- 2.1 As a tenant of the Passenger Terminal Building, the nominated Fire Warden should carry out the activities as detailed in Section 35 para. 1 of this Part.

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LINE MAINTENANCE FRANCHISEE

RESPONSIBILITIES

- Aircraft Relocation
- Evacuation from PTB

Alerted by IAC-TOD

1. Action by Line Maintenance Franchisee

1.1 Initial Response:

- 1.1.1 During the fire emergency, provide services or assistance as required by AA IAC-ACC

1.2. On Confirmed Genuine Fire Emergency:

- 1.2.1 As directed by AA IAC-ACC, assist with the aircraft relocation and removal of equipment from the affected areas.

- 1.2.2 Upon notification from AA Airport Duty Manager that the Airport Emergency Centre (AEC) is activated, dispatch a representative to the AEC to act as liaison immediately (*see Section 11 of this Part*).

1.3 Maintain a chronological log of events and actions taken.

2. Action by nominated Fire Warden:

- 2.1 As a tenant of Passenger Terminal Building, nominated Fire Warden should carry out the activities as detailed in Section 35 para. 1.

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INTO-PLANE FUELLING FRANCHISEE

RESPONSIBILITIES

- System shutdown
- Support
- Evacuation from PTB

Alerted by IAC-TOD

1. Action by Into-Plane Fuelling Franchisee

1.1 Initial Response:

- 1.1.1 Suspend the affected aircraft fuelling at frontal stands.
- 1.1.2 Standby to shut down affected fuelling system.
- 1.1.3 During the fire emergency, provide services or assistance as required by AA IAC-ACC.

1.2. On Confirmed Genuine Fire Emergency:

- 1.2.1 As directed by AA IAC-ACC, shut down the affected hydrant fuel supply.

1.3 Maintain a chronological log of events and actions taken.

2. Action by nominated Fire Warden

- 2.1 As a tenant of the Passenger Terminal Building, the nominated Fire Warden should carry out the activities as detailed in Section 35 para. 1 of this Part.

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CUSTOMS AND EXCISE DEPARTMENT

RESPONSIBILITIES

- Evacuation from PTB
- Terminal Recovery

Alerted by Fire Alarm (for the fire evacuation) and IAC-TOD (for the coordination on terminal recovery)

1. Action by nominated Fire Warden

- 1.1 As a tenant of the Passenger Terminal Building, the nominated Fire Warden should carry out the activities as detailed in Section 35 para. 1 of this Part.

2. Action by Customs & Excise Department

- 2.1 On stand down from genuine fire emergency or false alarm by IAC-TOD, stand down the alert and resume normal operation.
- 2.2 Liaise with AA Terminals and Landside Duty Manager / Assistant Manager, Landside Services on duty regarding arrangements for the controlled return of evacuees into the parts of Passenger Terminal Building which have been evacuated, from the Fire Assembly Point(s) after stand-down of the fire emergency or false alarm incident.

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IMMIGRATION DEPARTMENT

RESPONSIBILITIES

- Evacuation from PTB
- Terminal Recovery

Alerted by Fire Alarm (for the fire evacuation) and IAC-TOD (for the coordination on terminal recovery)

1. Action by Fire Warden

- 1.1 As a tenant of the Passenger Terminal Building, the nominated Fire Warden should carry out the activities as detailed in Section 35 para. 1 of this Part.

2. Action by Immigration Department

- 2.1 On stand down from genuine fire emergency or false alarm by IAC-TOD, stand down the alert and resume normal operation.
- 2.2 Liaise with AA Terminals and Landside Duty Manager / Assistant Manager, Landside Services on duty regarding arrangements for the controlled return of evacuees into the parts of Passenger Terminal Building which have been evacuated, from the Fire Assembly Point(s) after stand-down of the fire emergency or false alarm incident.

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MASS TRANSIT RAILWAY CORPORATION

RESPONSIBILITIES

- Support
- Information
- Passenger control

Alerted by IAC-TOD

1. Action by MTRC Airport Station Control Room

1.1 Initial Response:

- 1.1.1 Stand by and respond as required to safeguard operations and passenger services of the airport rail.

1.2 On Confirmed Genuine Fire Emergency:

- 1.2.1 Liaise with the AA Assistant Manager, Landside Services to consider the need to temporarily suspend the airport rail services.

- 1.2.2 In the event of a confirmed fire requiring the evacuation of the Ground Transportation Centre, action in accordance with Section 25 of the Part 10B.

1.3 On Stand Down from Genuine Fire Emergency or False Alarm:

- 1.3.1 When alerted by AA Assistant Manager, Landside Services stand down the alert and resume the normal operation and passenger services of the airport rail.

1.4 Maintain a chronological log of events and actions taken.

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TENANTS and EMPLOYEES

RESPONSIBILITIES

- Initial Fire Fighting
- Self evacuation of staff and clients
- Evacuation assistance
- Support through training
- Preparedness drills

Alerted by Fire Alarm or Fire Source.

1. Action by nominated Fire Warden

1.1 On discovering a fire:

1.1.1 Remain calm and immediately press the fire alarm by breaking the glass on the fire alarm unit at the nearest installation (the ‘fire alarm’ is normally located near to the entrance of the office next to the fire hose).

1.1.2 Contact the IAC or dial 999 to report the location of the fire.

1.1.3 Use the fire hose to extinguish the fire if the Fire Warden has been trained or confident in using it. Do not take any personal risks. Do not use water on electric fires. For electric fire, use the CO₂ fire extinguisher (black color cylinder with horn).

1.1.4 Start the evacuation procedure if the fire cannot be put out.

1.2 When hearing the Fire Alarm or “Fire Evacuation” advisory notice:

1.2.1 Ensure all the doors are closed but “DO NOT LOCK” before leaving the area for evacuation.

1.2.2 Check all rooms, toilets and offices to ensure that no one remains on the premises.

1.2.3 Advise and lead staff to evacuate to the Fire Assembly Point via the nearest fire exit.

1.2.4 Offer assistance to the elderly, disabled and any visitors in the evacuation.

- 1.2.5 Control evacuees to remain calm and orderly at the Fire Assembly Point.
- 1.2.6 Report to Evacuation Coordinator of the Airport Authority at the Fire Assembly Point and obtain necessary roll call equipment.
- 1.2.7 Carry out a roll call to identify any missing persons. Fill in the Roll Call Form and report it immediately to the Evacuation Coordinator.
- 1.2.8 Provide assistance in crowd control or other emergency procedures as instructed by the Evacuation Coordinator.
- 1.2.9 Return all roll call equipment to Evacuation Coordinator upon stand-down of the incident.

2. Action by tenants and employees according to “Fire Evacuation” notice:

- 2.1 Remain calm .
- 2.2 Switch off all electrical / gas appliances.
- 2.3 Close all doors where applicable, but “**DO NOT LOCK**”.
- 2.4 Walk quickly to the nearest emergency exit as shown on the back of all office doors and proceed to your Fire Assembly Point (*see Appendix 1) of this Part.*
- 2.5 Assist the elderly or persons with special needs.

3. Stand Down from genuine fire emergency:

- 3.1 Return to the your offices only after being authorised to do so by the Airport Authority.

4. In the event of a false alarm, tenants and employees will:

- 4.1 Return to your offices only after being authorised to do so by the Airport Authority.

ROLL CALL RECORD

Date : _____ Time: _____ Company: _____

Fire Assembly Point Location: _____

Fire Warden: _____ Contact No.: _____

No. of people present: _____ All present? Yes No

No. of people missing: _____

Fire Warden Signature: _____

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AA MEDICAL SERVICES**RESPONSIBILITIES**

- Initial Medical support on scene
- Evacuation

Alerted by IAC-TOD**1. Action by AA Medical Services Team**

- 1.1 Standby to assist the Fire Services Department.
- 1.2 Provide treatment for minor casualties.
- 1.3 Maintain a chronological log of events and action taken.

2. Action by nominated Fire Warden

- 2.1 As a tenant of the Passenger Terminal Building, the nominated Fire Warden should carry out the activities as detailed in Section 35 para. 1 of this Part.

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AA SAFETY, SECURITY AND BUSINESS CONTINUITY DEPARTMENT

RESPONSIBILITIES

Management & Administrative Support of Airport Emergency Centre

Alerted by IAC-TOD

1. Action by AEC Team Leader

- 1.1 Proceed to the Airport Emergency Centre.
- 1.2 Alert respective AEC support staff to report to the AEC.
- 1.3 Activate the AA Safety, Security and Business Continuity Department's internal procedures.
- 1.4 Deploy the AEC support staff to perform duties in accordance with the AEC Operations Manual.

2. Action by nominated Fire Warden

- 2.1 As a tenant of the Passenger Terminal Building, the nominated Fire Warden should carry out the activities detailed in Section 35 para. 1 of this Part.

3. Action by Assistant General Manager, Airport Safety

- 3.1 Standby to assess for any Safety Programme implications.

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AA LANDSIDE DEPARTMENT

RESPONSIBILITIES

- Safety for public/staff and building
- Support and coordination of emergency response
- Maintain continued landside operation during emergency

Alerted by IAC-TOD

1. Action by Assistant Manager, Landside Services (for SkyPier Terminal and Landside areas)

1.1 Initial Response:

- 1.1.1 Confirm a Landside Department duty staff is assigned as AA Incident Coordinator to carry out activities as detailed in para. 2 below and he/she was dispatched to the fire alarm site for immediate physical verification and operational coordination.
- 1.1.2 Confirm a Landside Department duty staff is assigned and dispatched to the designated rendezvous point immediately to meet and assist the FSD personnel to the fire alarm location or the fire scene.

1.2 On Confirmed Genuine Fire Emergency:

- 1.2.1 Direct AVSECO Duty Security Controller to initiate evacuation for the affected parts of the Passenger Terminal Building (*See Section 1 para. 2.6 - 2.8 of this Part*).
- 1.2.2 In the event that an evacuation from Passenger Terminal Building is required, notify Cross-Boundary Bonded Bus / Ferry Handling Agent Terminal Operator if its operations will or is likely to be impacted.
- 1.2.3 For the landside evacuation, assign sufficient Landside Department duty staff to act as Evacuation Coordinator(s) and dispatch them to each of the corresponding Fire Assembly Points to carry out the activities as detailed in para. 3 below.
- 1.2.4 Continue to monitor and assess impacts to passenger terminal and landside operations and assist in the coordination, support and

communications with FSD, Police and AVSECO Duty Security Controller during the fire emergency. Determine and implement suitable action(s) to minimize the operation impacts developed or likely to be developed.

- 1.2.5 Arrange to suspend the operation of the Automated People Mover (APM) and to cordon off access to relevant APM platforms.
- 1.2.6 Liaise with AA Technical Services Infrastructure Department to isolate relevant electrical supplies and affected utilities as requested by the Fire Services Department.
- 1.2.7 Prepare for self evacuation should the situation warrant. **DO NOT ENDANGER YOUR OWN PERSONAL SAFETY.**

1.3 Stand Down from Genuine Fire Emergency:

- 1.3.1 Liaise with AA Technical Services Infrastructure Department to reactivate the deactivated electrical supplies and affected utilities.
- 1.3.2 Coordinate resources to clean up affected areas.
- 1.3.3 Coordinate resources to isolate and secure the damaged areas of the Passenger Terminal Building to facilitate investigation and repair.
- 1.3.4 Initiate the controlled return of tenants to their work place.
- 1.3.5 Liaise closely with Customs & Excise Department and Immigration Department regarding arrangements for the controlled return of evacuees including passengers, crew and airport staff to the parts of the Passenger Terminal Building which have been evacuated.
- 1.3.6 Dispatch sufficient Landside Department duty staff to each of the Fire Assembly Points to escort evacuees back into the Passenger Terminal Building.

1.4 On Confirmed False Alarm Situation:

- 1.4.1 Liaise with AA Technical Services Infrastructure Department to check and reset the fire alarm system, ascertain the cause of false alarm and rectify the defects.

2. Action by AA Incident Coordinator

2.1 On Confirmed Genuine Fire Emergency:

- 2.1.1 Identify the location and the nature of the fire if safe to do so and report to IAC-LD.
- 2.1.2 Direct and facilitate the rescue and fire fighting operations before the arrival of the Fire Service Department if it is safe to do so.
- 2.1.3 Ensure that the affected area is searched for casualties and suitably cordoned off.
- 2.1.4 Ensure that all non-essential personnel in the affected areas are evacuated to the nearest Fire Assembly Point(s).
- 2.1.5 Maintain a continuous review of the fire development and assess on impacts to the landside or passenger terminal operations and determine the suitable course of action(s) to minimise the impacts arising.
- 2.1.6 Provide information and assistance to the Fire Services Department as required.
- 2.1.7 Control the traffic movement within the fire scene.
- 2.1.8 Take appropriate action(s) to preserve evidence and arrange for recovery work and site clearance.

2.2 On Confirmed False Alarm Situation:

- 2.2.1 Endeavor to locate the false alarm point and report to IAC-LD.
- 2.2.2 Gather on-site evidence which possibly lead to the false alarm.
- 2.2.3 Assist AA Technical Services Infrastructure Department and contractors to check and reset the fire alarm system, ascertain from contractors of possible cause of the false alarm and rectify the defects.
- 2.2.4 Advise IAC-LD of the false alarm when confirmed by the FSD.

3. Action by Evacuation Coordinator (Landside Evacuation)

- 3.1 Establish a communication link with IAC-LD.
- 3.2 Together with AVSECO, arrange for the crowd control of evacuees at the Fire Assembly Point(s).
- 3.3 Collect all completed roll call forms from the Fire Wardens of tenants.

- 3.4 Take account of and identify missing persons and report to IAC-LD.
- 3.5 Report the results of roll calls to IAC-LD.
- 3.6 Liaise with Assistant Manager – Landside Services regarding arrangements for the controlled return of evacuees back to affected parts of the building after stand down of the fire emergency.

4. Action by nominated Fire Warden

- 4.1 As a tenant of the Passenger Terminal Building, the nominated Fire Warden should carry out the activities as detailed in Section 35 para. 1 of this Part.

AA INTEGRATED AIRPORT CENTRE

RESPONSIBILITIES

- Alerting
- Relocation of Aircraft
- Escort for Emergency Services
- Support and coordination of emergency response
- Liaison and information source during emergency

1. Action by IAC-TOD

1.1 Alerted by PTB Fire Detection and Suppression System or from any other source

- 1.1.1 Alert the following:
Refer to Section 2.
- 1.1.2 For fire alarm generated inside the Terminal 1 and the NSC,
identify the fire alarm source through AVSECO Duty Security Controller and by CCTV monitoring.
- 1.1.3 Assign one Terminal Operations Department duty staff as AA Incident Coordinator.
- 1.1.4 Dispatch the AA Incident Coordinator to the fire alarm site for immediate physical verification and operational coordination.
- 1.1.5 Confirm the pick-up point at Airport Gate 2 or 3 (in the event of a fire emergency of PTB at the airside) in regard to the location of the fire alarm or the fire scene and the rendezvous point with Fire Services Communications Centre (FSCC) and IAC-ACC (See Section 1 para. 4.1 and Appendix 2 of this Part).
- 1.1.6 Assign and dispatch another Terminal Operations Department duty staff to the designated rendezvous point immediately to meet and assist the FSD personnel to the fire alarm location or the fire scene.

1.2 On Confirmed Genuine Fire Emergency in PTB:

1.2.1 As per AA Terminal Operations Department internal alerting pro-forma, notify the following AA management members:

- General Manager - Terminal Operations
- General Manager – Landside
- General Manager - Safety, Security & Business Continuity
- Executive Director Airport Operations
- Deputy Director, Airport Operations
- Assistant General Manager – Terminal Operation & Government Facilitation
- Assistant General Manager – Passenger Services
- Assistant General Manager – Customer Service
- Assistant General Manager – Estate Management
- Assistant General Manager – Airport Safety
- Assistant General Manager – Intermodal Connectivity
- Assistant General Manager – Landside Services
- Assistant General Manager – Land Transport & Landscape
- Assistant General Manager – Landside Infrastructure Management
- General Manager – Airfield
- Deputy General Manager - Airfield
- Assistant General Manager - Standards and Services Delivery
- Assistant General Manager - Infrastructure Management & Coordination
- Assistant General Manager – Airfield Services
- General Manager – APM & Baggage
- Assistant General Manager – APM Operations
- Assistant General Manager – Baggage Operations
- Assistant General Manager – Land, Property Portfolio & Aviation Franchises

1.2.2 When advised by AA Airport Duty Manager that the Airport Emergency Centre (AEC) is activated upon consultation with AA senior management, alert the following organisations to send a representative to the AEC to act as liaison immediately (*see Section 11 of this Part*):

- Air Traffic Control (if required)
- AVSECO
- Police
- Airline Operators Committee (AOC)
- AA Corporate Affairs Department
- Hong Kong Airline Service Providers Association (HASPA)

- Line Maintenance Franchisee
- Ramp Handling Licensee
- AA Technical Services Infrastructure Department
- AA Airfield Department
- AA Terminal Operations Department
- AA Landside Department
- AA APM & Baggage Department
- AA Aviation Logistics Department
- AEC Team Leaders and their deputies

1.2.3 Monitor passenger terminal and landside operations, and coordinate, support and communicate with AA Terminals and Landside Duty Manager, FSD, Police, AVSECO Duty Security Controller and IAC-ACC during the fire emergency.

1.2.4 Maintain a chronological log of events and all actions taken.

1.3 Stand Down from Genuine Fire Emergency:

1.3.1 Upon confirmation from senior FSD officer-in-charge on stand down of the fire emergency, advise all the parties as alerted in para. 1.1.1 above

1.4 On Confirmed False Alarm Situation:

1.4.1 Upon confirmation from the senior FSD officer-in-charge that the fire alarm is false, advise all parties as alerted in para. 1.1.1 above.

1.4.2 Maintain a chronological log of events and all actions taken.

2. Action by IAC-LD

2.1 Alerted by IAC-TOD

2.1.1 For fire alarm generated in the SkyPier Terminal, identify the fire alarm source through AVSECO Duty Security Controller and by CCTV monitoring.

2.1.2 Assign one Landside Department duty staff as AA Incident Coordinator.

2.1.3 Dispatch the AA Incident Coordinator to the fire alarm site for immediate physical verification and operational coordination.

2.1.4 Assign and dispatch another Landside Department duty staff to the designated rendezvous point immediately to meet and assist the FSD personnel to the fire alarm location or the fire scene.

2.1.5 Maintain a chronological log of events and all actions taken.

2.2 On Confirmed Genuine Fire Emergency:

2.2.1 Monitor passenger terminal and landside operations, and coordinate, support and communicate with AA Assistant Manager, Landside Services, FSD, Police and AVSECO Duty Security Controller during the fire emergency.

2.2.2 Maintain a chronological log of events and all actions taken.

2.3 On Confirmed False Alarm Situation:

2.3.1 Upon confirmation from the senior FSD officer-in-charge that the fire alarm is false, advise all alerted parties.

2.3.2 Maintain a chronological log of events and all actions taken.

3. Action by IAC-ACC

3.1 Alerted by IAC-TOD for a fire emergency in the PTB at airside, in consultation with IAC-TOD, dispatch one Airfield Department duty staff to the pick-up point at either Airport Gate 2 or 3 (depending on the location of the fire alarm or fire scene of PTB at the airside) to provide escort for the FSD appliances and ambulances to the rendezvous location as designated by IAC-TOD (i.e. airbridge close to the fire alarm or fire scene of the PTB).

3.2 Alert the Air Traffic Control of the fire emergency and any other information which may affect aircraft ground movements.

3.3 Alert the Airlines, Ramp Handling Licensee and Line Maintenance Franchisees to standby to relocate the aircraft and ground support equipment from immediate danger area(s). Instructions to remove aircraft from frontal stands will be initiated by Airfield Duty Manager.

3.4 Alert the Into-Plane Fuelling Franchisee of the fire emergency and suspend aircraft fuelling at any affected frontal stands and to prepare for possible hydrant shut down.

3.5 Alert the Airport Fire Contingent (AFC) to standby during the fire emergency.

- 3.6 On continued genuine fire emergency, arrange passenger buses for transport of evacuees to the designated Temporary Holding Area as directed.
- 3.7 Advise all alerted parties above on the stand down of the fire emergency.
- 3.8 Maintain a chronological log of events and actions taken.

4. Action by IAC-ABD

4.1 Alerted by IAC-TOD

- 4.1.1 Dispatch one APM and Baggage Department duty staff and/or APM contractor staff to the fire alarm site and closely communicate with AA Incident Coordinator for immediate physical verification and operational coordination.
- 4.1.4 Assign and dispatch another APM and Baggage Department duty staff and/or APM contractor staff to the designated rendezvous point immediately to meet and assist the FSD personnel to the fire alarm location or the fire scene.
- 4.1.5 Maintain a chronological log of events and all actions taken.

4.2 On Confirmed Genuine Fire Emergency:

- 4.2.1 Monitor APM and/or baggage operations, and coordinate, support and communicate with AA APM Assistant Duty Manager and/or Assistant Manager, Baggage, FSD, Police and AVSECO Duty Security Controller during the fire emergency.
- 4.2.2 Maintain a chronological log of events and all actions taken.

4.3 On Confirmed False Alarm Situation:

- 4.3.1 Upon confirmation from the senior FSD officer-in-charge that the fire alarm is false, advise all alerted parties.
- 4.3.2 Maintain a chronological log of events and all actions taken.

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AA AVIATION LOGISTICS DEPARTMENT**RESPONSIBILITIES**

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

Alerted by IAC - TOD**Action**

1. Coordinate with concerned franchisees on defueling activities, cargo disposition and other necessary actions where applicable.

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AA APM AND BAGGAGE DEPARTMENT

RESPONSIBILITIES

- Safety for personnel and building
- Support and coordination of emergency response
- Maintain continued APM and/or Baggage operations during emergency

Alerted by IAC-TOD

1. Action by APM Assistant Duty Manager (for APM operations) and/or Assistant Manager, Baggage (for Baggage operations)

1.1 Initial Response:

- 1.1.1 Confirm an APM and Baggage Department duty staff and/or APM contractor staff is assigned and dispatched to the fire alarm site and closely communicate with AA Incident Coordinator for immediate physical verification and operational coordination.
- 1.1.2 Confirm another APM and Baggage Department duty staff and/or APM contractor staff is assigned and dispatched to the designated rendezvous point immediately to meet and assist the FSD personnel to the fire alarm location or the fire scene.

1.2 On Confirmed Genuine Fire Emergency:

- 1.2.1 Direct AVSECO Duty Security Controller to initiate evacuation for the affected parts of the APM and/or Baggage operational areas (See *Section 1 para. 2.6 - 2.8 of this Part*).
- 1.2.2 In the event that an evacuation from the APM and/or Baggage operational areas are required, notify IAC-TOD, IAC-LD or IAC-ACC if its operations will or is likely to be impacted.
- 1.2.3 Continue to monitor and assess impacts to APM and/or baggage operations and assist in the coordination, support and communications with FSD, Police and AVSECO Duty Security Controller during the fire emergency. Determine and implement suitable action(s) to minimize the operation impacts developed or likely to be developed.

- 1.2.4 Coordinate with APM contractor staff, IAC-TOD, IAC-LD and TSI for passenger evacuation, suspend the operation of the Automated People Mover (APM) and to cordon off access to relevant APM platforms if APM operational areas are involved.
- 1.2.5 Coordinate with APM and Baggage Department franchisees, contractors and Baggage Hall tenants to arrange all the personnel evacuation from the affected area in Baggage Hall if Baggage operational areas are involved.
- 1.2.6 Liaise with AA Technical Services Infrastructure Department to isolate relevant electrical supplies and affected utilities as requested by the Fire Services Department.
- 1.2.7 Prepare for self evacuation should the situation warrant. **DO NOT ENDANGER YOUR OWN PERSONAL SAFETY.**

1.3 Stand Down from Genuine Fire Emergency:

- 1.3.1 Liaise with AA Technical Services Infrastructure Department to reactivate the deactivated electrical supplies and affected utilities.
- 1.3.2 Coordinate resources to clean up affected areas.
- 1.3.3 Coordinate resources to isolate and secure the damaged areas of the APM and/or Baggage operational areas to facilitate investigation and repair.
- 1.3.4 Initiate the controlled return of Baggage Hall tenants to their work place.

1.4 On Confirmed False Alarm Situation:

- 1.4.1 Liaise with AA Technical Services Infrastructure Department to check and reset the fire alarm system, ascertain the cause of false alarm and rectify the defects.

2. Action by Evacuation Coordinator (APM and/or Baggage Operational Areas Evacuation)

- 2.1 Establish a communication link with IAC-ABD.
- 2.2 Together with AVSECO, arrange for the crowd control of evacuees at the Fire Assembly Point(s).
- 2.3 Collect all completed roll call forms from the Fire Wardens of tenants.
- 2.4 Take account of and identify missing persons and report to IAC-ABD.

- 2.5 Report the results of roll calls to IAC-ABD.
- 2.6 Liaise with APM Assistant Duty Manager and/or Assistant Manager, Baggage regarding arrangements for the controlled return of evacuees back to affected parts of the building after stand down of the fire emergency.

3. Action by nominated Fire Warden

- 3.1 As a tenant of the Baggage Hall, the nominated Fire Warden should carry out the activities as detailed in Section 35 para. 1 of this Part.

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