PART 17

UAS Threat at HKIA

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GENERAL

1. **General**

1.1   This procedure covers threats against the runways or airport operations by means of unmanned aircraft systems (UAS) within 5km of the HKIA, typically being drones or model planes which are unauthorised to be operated unless exempted by the Civil Aviation Department (CAD). These procedures provide for the initial response to and the handling of such threats against airport operations.

1.2   UAS are usually observed in a visible distance or detected by detection systems with locations of operators unidentified. UAS threats may aim to impose disruptions to the airport, or may precede an act with criminal intent. In view of the rapid moving nature of UAS and its severe impact to aircraft safety, each threat must be continually assessed on its significance and the level of risk it represents until the incident stand down, as illustrated in the UAS Threat Assessment Overview (Appendix 17A), to ensure timely and appropriate measures can be determined for implementation.

2. **Objective**

2.1   The objective of these procedures is to provide for:

- a controlled response by persons receiving reports on UAS observations;
- an assessment of the threat and the level of risk involved;
- co-ordination of actions appropriate to the risk assessed while minimising the disruptions to airport operations; and
- identification of persons operating the unauthorised UAS.

3. **Key Roles**

CAD Air Traffic Control

3.1   The CAD Air Traffic Control (ATC) is responsible for overseeing the safety of aircraft movements at the airport. The ATC Watch Manager will be accountable for an Initial Assessment on UAS threat upon receipt of UAS observation, to determine if there are imminent threats on runway operations that require instant command on countermeasures. The ATC Watch Manager will be one of the responsible parties in the joint assessment of

unauthorised UAS threat with Airport Authority (AA) and Hong Kong Police Force (Police), and will continually assess on each update of UAS information. Subject to their own assessment criteria, ATC would determine the threat level and countermeasures regarding runway operations to ensure the safety of aircraft movements and runway operations. In situations where higher threat levels are envisaged by AA or Police and requires the partial or full suspension of runways, ATC Watch Manager would be consulted for appropriate runway operation arrangements.

Airport Authority

3.2   The Airport Authority is responsible for overseeing the overall operations at the HKIA. The AA will be the focal point for receiving and disseminating information regarding any UAS activity identified / detected. The Airport Duty Manager (ADM) will receive the reporting of UAS observations or UAS detection, and alert ATC Watch Manager immediately for his / her Initial Assessment. The ADM will then convene the joint assessment with ATC and the Police in case the UAS is confirmed to be unauthorised and is observed or detected within 5km of the HKIA. The ADM will, with reference to the criteria of AA, determine the threat level relating to the operations safety of the airport. When the joint assessment results reach the threat levels that demand partial or full suspension of runway operations, the ADM will be responsible to alert the airport community. With any updates on the UAS observations before the incident stand down, the ADM will continue to alert the ATC Watch Manager and convene the joint assessment.

Police

3.3   The Police is responsible for overseeing the safety and security of the airport. When the Airport Duty Manager convenes the joint Unauthorised UAS Threat Assessment with ATC and the Police PSUC, the Police will, based on the reported information of the observed or detected UAS or other intelligence collected, and subject to their own assessment criteria, conduct threat assessment and determine the resulted threat level. In circumstances where the Police consider that there is an imminent and serious danger to members of the public, the Police may assume overall command of the incident. This is covered in more detail in EPM Part 9A 'Major Security Incident (Police)'.

4.   **Initial Action on Receipt of an Observation of UAS Report**

    4.1   A person receiving a report on an observation of UAS by telephone should:

        4.1.1   Make a note on the descriptions of the caller's observation in reference to information required in the Unauthorised UAS Reporting Form (Appendix 17B). Record details of the caller including his / her contact for follow up when necessary.

        4.1.2   Immediately alert, and pass the information on the form to the Airport Duty Manager.

5.   **Initial Action on UAS Activities Being Detected by the Detection Systems**

    5.1   A person observing an UAS activity from the UAS Detection System should:

        5.1.1   Collect information from the system in reference to information required in the Unauthorised UAS Reporting Form (Appendix 17B), and capture the location of the UAS illustrated on the system display if possible.

        5.1.2   Immediately alert, and pass the information on the form to the Airport Duty Manager.

6.   **Alerting to Air Traffic Control**

    6.1   The Airport Duty Manager, after receiving information on the UAS reported, will pass such information to ATC Watch Manager immediately for his / her Initial Assessment, regardless of the location where the UAS is observed or detected.

7.   **Cases Exempted from Threat Assessment**

    7.1   After the alerting to ATC Watch Manager, the Airport Duty Manager would consult ATC Watch Manager if the reported UAS is authorised for operation. Together with the other information attained by ADM, cases exempted from joint assessment include:

- UAS observed or detected beyond 5km of the HKIA

- Authorised UAS confirmed by ATC Watch Manager

- Authorised UAS confirmed by ADM

8.   Threat Assessment of Unauthorised UAS Operation

8.1   If the UAS operation is unauthorised and is observed or detected within 5km of the HKIA:

8.1.1   The Airport Duty Manager will convene the Unauthorised UAS Threat Assessment with ATC Watch Manager and Police, using available information regarding the unauthorised UAS.

8.1.2   The ATC Watch Manager will, after receiving information from the Airport Duty Manager, conduct assessment upon the criteria set by CAD and inform the Airport Duty Manager on the threat level resulted, i.e. 'RED', or 'ORANGE', or 'YELLOW', or 'GREEN' alert, and decide on specific actions for runway operations to be implemented in case a 'RED or 'ORANGE' alert is resulted.

8.1.3   The Police will, after receiving information from Airport Duty Manager or other sources of intelligence, conduct assessment upon the criteria set by the Police and inform the Airport Duty Manager on the threat level resulted, i.e. 'RED', or 'ORANGE', or 'YELLOW', or 'GREEN' alert. In case of 'RED' or 'ORANGE' alert, the Police shall consult ATC Watch Manager on the specific actions to be implemented to runway operations.

8.1.4   The Airport Duty Manager will, after passing information to ATC Watch Manager and the Police, conduct assessment upon the criteria set by AA and decide on the threat levels, i.e. 'RED', or 'ORANGE', or 'YELLOW', or 'GREEN' alert. In case of 'RED' or 'ORANGE' alert, the Airport Duty Manager shall consult ATC Watch Manager on the specific actions to be implemented to runway operations.

8.1.5   The Airport Duty Manager will record in the assessment results and alerting levels of each party after their individual assessments. The Airport Duty Manager will consolidate all assessment results and advise on the

collective decision, i.e. the highest level of alert among all assessments.

8.2   The threat assessment of unauthorised UAS would be based upon full details of the threat message, with reference to the Unauthorised UAS Reporting Form in Appendix 17B. The threat assessment should be conducted according to the Unauthorised UAS Threat Assessment Form at Appendix 17C.

8.3   The threat levels 'RED', 'ORANGE', 'YELLOW' and 'GREEN' alerts are defined as follows :

'RED'

A threat that poses immediate danger to take-off or landing operations, or being positively identified as a threat that may cause substantial disruption to runway operations or massive harm to operators at apron. It can also be defined when the threat observed is endangering lives and properties.

'ORANGE'

A threat that poses immediate danger to airport operations, or operations at a particular runway. It can also be defined when a significant threat to endangering lives and properties is observed.

'YELLOW'

A threat that is being identified near the airport island which does not pose immediate danger to runway or airport operations, but demand close monitoring on its activities.

'GREEN'

A threat that may pose insignificant impact to airport or runway operations, but demands to stay vigilant on its development.

8.4   During the joint threat assessment, all parties are to agree on the "Stand down" time of the incident and when the countermeasures to be started and be terminated.

8.5   Owing to the rapid moving nature of UAS, continual or repeated observation or detection of the reported UAS, or other UAS may be received. The steps handling each newly reported UAS will

be repeated as mentioned in para 4 to para 8.4 of this Section until the "Stand Down" of incident.

9. **Major Responses for 'RED' Alert**

9.1   Where an observation of UAS operation is assessed as 'RED' Alert and merits a 'High Key' response, the following countermeasures may be implemented after consultation with and confirmed by ATC :

* Stop all air traffic movements and divert arrival flights when necessary.

* Suspend associated operations on the affected runway in case the UAS activity imposes no immediate threat to the remaining runway

9.2   Deploy available resources for onsite investigation to locate the UAS and its operators.

9.3   Ensure organisations that may respond to, or be directly affected by the incident are alerted on countermeasures taken.

10. **Major Responses for 'ORANGE' Alerts**

10.1   Where an observation of UAS operation is assessed as 'ORANGE' Alert and merits a 'Medium Key' response, the following countermeasures may be implemented after consultation with and confirmed by ATC:

* Approach control may be temporarily stopped

* Departure control may be temporarily stopped

* Single mode or mixed mode operations may be implemented

* Change of runway may be exercised

10.2   Deploy available resources for onsite investigation to locate the UAS and its operators.

10.3   Ensure organisations that may respond to, or be directly affected by the incident are alerted on countermeasures taken.

11.   Major Responses for 'YELLOW' Alerts

11.1   Where an observation of UAS operation is assessed as 'YELLOW' Alert and merits a 'Low Key' response, the ATC, AA and Police will deploy available resources for onsite investigation to locate the UAS and its operators.

12.   Major Responses for 'GREEN' Alerts

12.1   An observation of UAS operation classified as 'GREEN' Alert lacks credibility, the ATC, AA and Police will stay vigilant on any new observation.

13.   Search Procedures

13.1   The ATC will closely monitor the flight path and apron area to locate the unauthorised UAS. Observations of any UAS movement are to be reported to the Airport Duty Manager until incident stand down.

13.2   The Police will perform high profile deterrent patrols within the HKIA aerodrome to locate the unauthorised UAS and its operator, and for regions from the HKIA aerodrome to its 5km boundary, the Police will be responsible for the decision to search and conduct any search at the region. Observations of any UAS movement are to be reported to the Airport Duty Manager until incident stand down.

13.3   If the unauthorised UAS is observed or detected within the HKIA aerodrome, the Airport Authority will deploy all appropriate resources for onsite investigation to locate the UAS and its operator. Observations of any UAS movement are to be reported to the Airport Duty Manager, for the repeated procedures from para 4 to para 8.4 of this Section until incident stand down.

13.4   Any identified UAS operators are to be requested to terminate the unauthorised UAS operations in a safe and secure manner.

14.   Incident Stand Down

14.1   If the unauthorised UAS is ceased from operations, or if the unauthorised UAS is no longer observed or detected for the period of time defined by the ATC, AA and Police during joint

assessment, these members for joint assessment will agree on the stand down time of the incident.

14.2   The Airport Duty Manager will inform all alerted organisations on the incident stand down accordingly.

14.3   The Airport Duty Manager will complete the Unauthorised UAS Reporting Form (Appendix 17B) for all observations or detections reported and the Unauthorised UAS Threat Assessment Form (Appendix 17C) for observations or detections that required assessments. Airfield Department will forward a copy of the forms to Airport Standards Division of Civil Aviation Department for their information.

15.   Publicity

15.1   Prolong disruptions of airport operations due to unauthorised UAS threat may arouse public and media's attention. In line with AA policy, any Press or Media enquiries to the AA regarding such an incident should be referred to the Assistant General Manager, Media & Communications Corporate Affairs of AA.

15.2   All press statements must reflect an agreed position of the Government, AA and other involved organisations. They must be cleared with Airport Authority Chief Executive Officer or the most senior representative present.

16.   Airport Authority Airport Emergency Centre (AEC)

16.1   The Airport Emergency Centre will be activated by the Airport Duty Manager if substantial impact(s) is caused or expected to be caused to normal airport operations as result of the incident.

16.2   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 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.

16.3   The Airport Emergency Centre will be staffed by the Airport Duty Manager, who will take on the role as AEC Manager upon activation. He / she 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 unauthorised UAS threat at HKIA, operation 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, Information Services Department, Line Maintenance Franchisee, Ramp Handling Licensee and AA Technical Services Department.
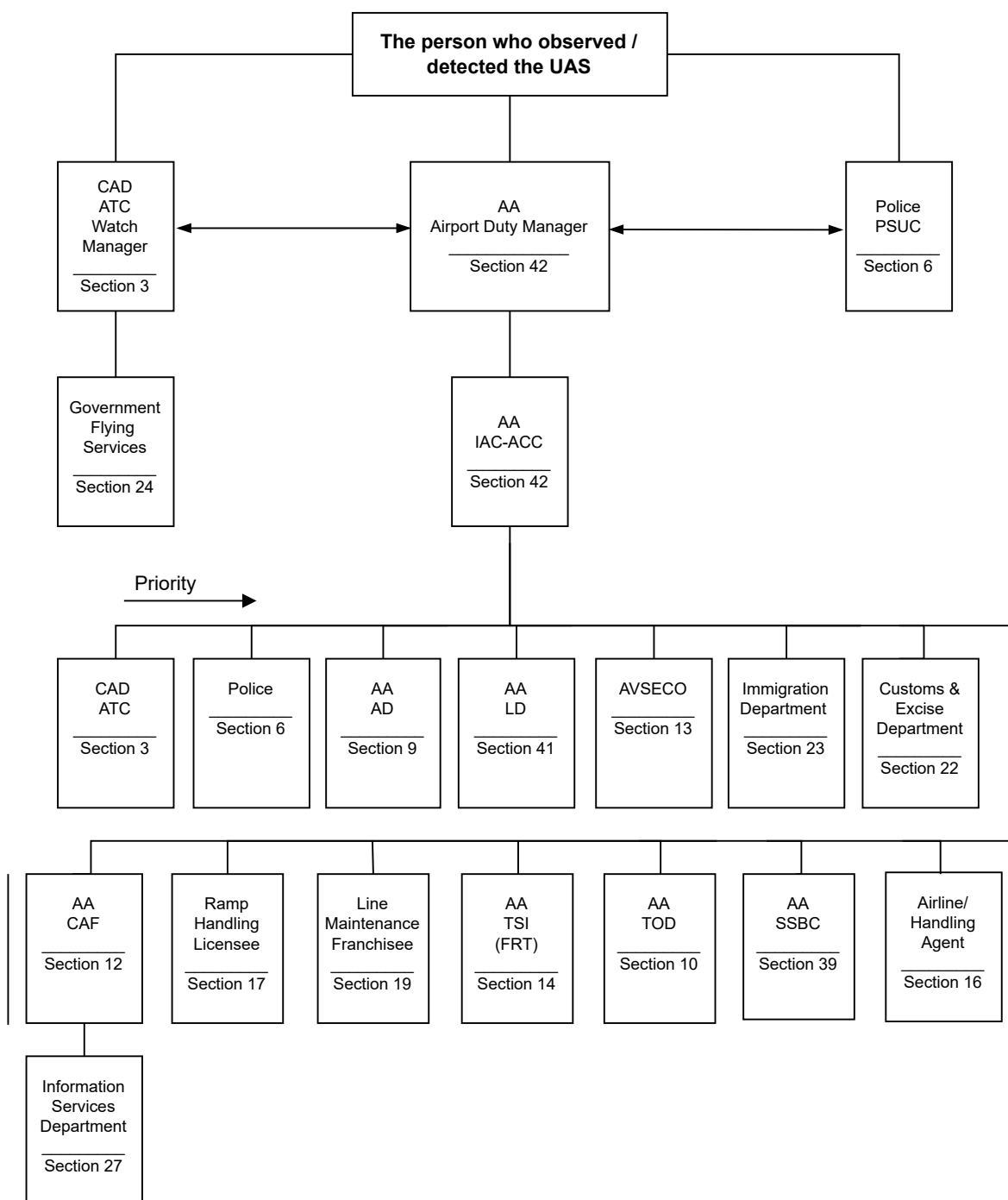
16.4   The Airport Emergency Centre is equipped with the following systems:

- 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

16.5   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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UAS Threat at HKIA
Alerting Diagram

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                        ┌──────────────────────────┐
                        │ The person who observed / │
                        │   detected the UAS        │
                        └──────────────────────────┘
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| CAD ATC Watch Manager — Section 3 | ←→ | AA Airport Duty Manager — Section 42 | ←→ | Police PSUC — Section 6 |

Government Flying Services — Section 24

AA IAC-ACC — Section 42

Priority →

| CAD ATC — Section 3 | Police — Section 6 | AA AD — Section 9 | AA LD — Section 41 | AVSECO — Section 13 | Immigration Department — Section 23 | Customs & Excise Department — Section 22 |

| AA CAF — Section 12 | Ramp Handling Licensee — Section 17 | Line Maintenance Franchisee — Section 19 | AA TSI (FRT) — Section 14 | AA TOD — Section 10 | AA SSBC — Section 39 | Airline/ Handling Agent — Section 16 |

Information Services Department — Section 27

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CIVIL AVIATION DEPARTMENT
(AIR TRAFFIC CONTROL)

RESPONSIBILITIES

- Provide an Initial Assessment result on UAS threat to Airport Duty Manager
- Join the Unauthorised UAS Threat Assessment with AA and Police
- Advice on response actions related to runway operations to contain the risk
- Continue to monitor the location and tracking of the unauthorized UAS and determine the impact to aerodrome operations.

I. Direct receipt of UAS observation

1. Action by   ATC Operation Officer

   1.1   If an observation or detection of Unmanned Aircraft System (UAS) is directly received by ATC Operation Officer, immediately alert Watch Manager (WMR) and follow the procedures as mentioned in Section 1, para 4 and para 5 of this Part.

2. Action by   Watch Manager

   2.1   Conduct Initial Assessment on UAS threat in reference to the "Reference Zone" map and any other pertinent information to determine an initial assessment result according to ATC considerations.

   2.2   Immediately advise Airport Duty Manager (ADM) on the initial assessment results and information obtained regarding the observed UAS, including whether the UAS operation is authorised.

   2.3   Inform GFS on information obtained regarding the observed UAS.

II. Alerted by Airport Duty Manager

1. Action by   Watch Manager

   1.1   From information provided by Airport Duty Manager, conduct Initial Assessment on UAS threat in reference to the "Reference Zone" map and any other pertinent information to determine an initial assessment result according to ATC considerations, as mentioned in Section 1, para 8 – para 12 of this Part.

1.2   Immediately advise ADM on the initial assessment results, and if the UAS operation is authorised.

1.3   Inform GFS on information obtained regarding the observed UAS.

1.4   If the UAS operation is unauthorized and is observed or detected within 5km of the HKIA, Airport Duty Manager will convene Unauthorised UAS Threat Assessment with ATC Watch Manager and Police PSUC. Watch Manager is to advise ADM on assessment result according to ATC considerations after the joint assessment.

1.5   In situations when the assessment result from Airport Duty Manager or Police is the highest level of threat resulted, ATC Watch Manager would assist and advise on appropriate actions to be taken on runway operations.

1.6   Report to Airport Duty Manager on any observation of UAS for continual assessment until incident stand down, which is jointly agreed among ATC Watch Manager, ADM and Police PSUC.

III. Alerted by IAC - ACC

1. If the threat is assessed as 'RED' Alert:

1.1 Action

1.1.1   Inform C(OP)2, ADG and PRO

1.1.2   Alert GFS and liaise on its operations if required.

1.1.3   Command and coordinate to stop air traffic movements and/or stop associated operations on the respective runway(s) according to the assessment results.

1.1.4   Closely monitor the location and track of the UAS and report to Watch Manager on any new observations.

1.1.5   Broadcast on the ATIS if the situation is foreseen to last for a prolong period

1.1.6   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 officer.

2. If the threat is assessed as 'ORANGE' Alert:

2.1 Action

2.1.1   Inform C(OP)2 and PRO

2.1.2   Alert GFS and liaise on its operations if required

2.1.3   Command and coordinate the change of runway operation mode according to the assessment results, including not limited to:

    i. Temporarily suspension of arrivals or departures movements subject to the runway direction.

    ii. Change of Single / mixed mode operations or a runway change.

2.1.4   Traffic information shall be passed to all relevant aircraft movement.

2.1.5   Closely monitor the location and track of the UAS and report to Watch Manager on any new observations.

2.1.6   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 officer.

3. If the threat is assessed as 'YELLOW' Alert:

3.1 Action

3.1.1   Inform C(OP)2 and ADG

3.1.2   Closely monitor the location and track of the UAS and report to Watch Manager on any new observations.

4. If the threat is assessed as 'GREEN' Alert:

4.1 Action

4.1.1   Inform C(OP)2

4.1.2   Stay vigilant and report to Watch Manager on any new observations.

5. When the incident stands down:

5.1 Action

5.1.1 Inform C(OP)2

5.1.2 Inform Airport Duty Manager the resumption of aerodrome traffic operations for his / her further notification to other concerned parties.

5.1.3 Maintain a chronological log of events and actions taken.

HONG KONG POLICE

RESPONSIBILITIES

- Join the joint UAS Threat Assessment with AA and ATC
- Support a rapid resumption of normality of airport operations
- Maintain public order and safety.

I. Direct receipt of UAS observation

1. Action by   Airport Police Control Room

1.1   If an observation or detection of Unmanned Aircraft System (UAS) is directly received by Airport Police Control Room, immediately alert Airport Duty Manager (ADM) and follow the procedures as mentioned in Section 1, para 4 and para 5 of this Part.

II. Alerted by Airport Duty Manager

1. Action by   PSUC

1.1   If the UAS operation is unauthorized and is observed or detected within 5km of the HKIA, Airport Duty Manager will convene joint UAS Threat Assessment with ATC Watch Manager and Police PSUC. Police PSUC is to advise ADM on assessment result according to Police consideration, following Section 1, para 8 – para 12 of this Part, after the joint assessment.

1.2   Report to Airport Duty Manager on any observation of UAS for continual assessment until incident stand down, which is jointly agreed among ATC Watch Manager, ADM and Police PSUC.

2. Action by   Airport Police Control Room

2.1   Liaise with IAC to assess the disruption to flight operation.

2.2   Alert senior officer present who shall assume the role of Police Field Commander.

2.3   Alert appropriate Police personnel and initiate action in accordance with internal procedures.

2.4   Deploy manpower to monitor the crowd and traffic at the vicinity as well as maintain the law and order if necessary.

2.5   Deploy manpower to locate any UAS, suspicious object, operator.

2.6   Obtain the incident updates by listening to the information broadcast by IAC.

3. **Action by**   Police Field Commander

3.1   Attend the joint UAS Threat Assessment to assess the aviation safety, damage to life and property as well as intrusion of privacy.

3.2   Review the information obtained regarding the observed UAS in the context of the prevailing threat and advise members in the joint UAS Threat Assessment of any background information which may influence the threat assessment.

3.3   In situations when the assessment result from Police is the highest level of threat resulted, consult ATC Watch Manager on the appropriate actions to be taken on runway operations.

3.4   Agree in the joint UAS Threat Assessment on countermeasures to be taken and co-ordinate the implementation.

3.5   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 officer.

3.6   Provide assistance for any countermeasures concluded after the joint UAS Threat Assessment.

   If the threat is assessed as 'RED' / 'ORANGE' Alert:

3.7   Alert appropriate Police personnel and initiate action in accordance with internal procedures.

3.8   Arrange extra regional resources (i.e. Police Tactical Unit, Emergency Unit and Traffic New Territories) to conduct high profile deterrent patrols to locate the UAS and crowd management.

3.9   Coordinate the reinforcements provided by other Police formations and Government departments in order to assist AA and CAD in returning airport operations to normality.

3.10 Set up Forward Command Post at APCR maintaining the flow of information between Airport Police District and external police units.

If the threat is assessed as 'YELLOW' Alert:

3.11   Alert appropriate Police personnel.

3.12   Deploy available resources for onsite investigation to locate the UAS and its operators.

If the threat is assessed as 'GREEN' Alert:

3.13   Stay vigilant and report to ADM on any new observation.

Incident Stand Down

3.14   Upon the incident stand down agreed among all members in the joint UAS Threat Assessment, proper documentation will be made and Report Number will be created.

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AA AIRFIELD DEPARTMENT

RESPONSIBILITIES

- Assist ADM in Unauthorised UAS Threat Assessment if required
- Coordinate apron operations when countermeasures are implemented
- Monitor and locate the UAS
- Support a rapid resumption of airport operations
- Maintain ramp safety and orderly flow of aircraft.

I. Alerted by IAC-ACC

1. Action by Airfield Duty Manager (DM,A)

1.1   Liaise with IAC to assess the disruption to flight operation.

1.2   Acts as the field commander.

1.3   Deploy apron staff onsite to locate any UAS, suspicious object and its operator, and report to Airport Duty Manager (ADM) on any observation of UAS for continual assessment until incident stand down.

1.4   Deploy resources to prepare for implementation of countermeasures.

1.5   Obtain the incident updates by listening to the information broadcast by IAC.

1.6   Upon notification from ADM that the Airport Emergency Centre (AEC) is activated, dispatch a representative to the AEC to act as liaison officer.

1.7   Support ADM in the joint assessment until the incident stand down when necessary.

2. Action by Airfield Duty Team

2.1   Coordinate with IAC-ACC by using information displayed on the UAS Detection System (UASDS) to locate the UAS and its operator if the UAS appeared on the airport island

2.2   Deploy mobile UASDS to locate the UAS and its operator if required.

2.3   Enhance patrol in the airfield area and report sightings to IAC-ACC.

If the threat is assessed as 'RED' / 'ORANGE' Alert:

2.4   Arrange extra resources to conduct high profile deterrent patrols to locate the UAS.

2.5   Deploy staff to ATC to liaise on apron operations in order to facilitate the countermeasures commanded.

2.6   Liaise with apron operators and monitor apron operations during implementation of countermeasures.

Incident Stand Down

2.7   Conduct additional runway, airfield and apron inspections as and when required to ascertain the safety of operation if reopening of runway is involved.

2.8   Upon the incident stand down agreed among all members in the Unauthorised UAS Threat Assessment, the event would be proper documented in the Unauthorised UAS Reporting Form (Appendix 17B) and Unauthorised UAS Threat Assessment Form (Appendix 17C). A copy of the completed forms will be forwarded to Airport Standards Division of Civil Aviation Department.

3. **Action by** Assistant General Manager – Airfield Services

3.1   Alert and provide timely updates to Airport Standards Division of Civil Aviation Department in accordance with the established communication procedure.

AA TERMINAL OPERATIONS DEPARTMENT

RESPONSIBILITIES

- Coordinate terminal operations to minimize disruption and ensure safety in the passenger terminal building

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Alerted by IAC-ACC

1.   If the threat is assessed as 'RED' / 'ORANGE' Alert:

Action by Terminals and Landside Duty Manager

1.1   Communicate closely with Airport Duty Manager regarding the UAS observation, assessment results and latest situation at terminals.

1.2   Maintain close monitoring of terminal operations to minimize disruption, and if necessary, arrange additional staff for terminal operations duties in anticipation of continuous flight disruptions.

1.3   Coordinate with airline/ handling agent and AVSECO on the potential activation of crowd control plan.

1.4   If Airport Emergency Centre is activated, send representative to coordinate with other business partners and notify AEC of all actions taken.

1.5   Provide support to locate the UAS and UAS operator in passenger terminal buildings when necessary.

2. When the incident stands down:

Action by Terminals and Landside Duty Manager

2.1   Notify airline/ handling agent and AVSECO on the stand down of the incident.

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AA AIRPORT EMERGENCY CENTRE (AEC)

(Tel : 2182 0088   Fax: 2182 9088)

RESPONSIBILITIES

- Off-scene command, control and co-ordination
- Collating information of the air traffic situation and UAS activity
- 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-LD 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 UAS 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
   - Continue to convene the joint assessment of UAS threat with Air Traffic Control and Police until the stand down of incident.

   2.3 **AA General Manager – Terminal Operations** *(see Section 10)*

   - Oversees activities under Section 10 and ensures minimal disruption to normal passenger terminal operations.
   - Responsible for the tracking of the UAS and its operators at airport terminals if required.

   2.4 **AA General Manager – Landside**

   - Oversees landside activities under Section 41 and ensure minimal disruption to normal operations.
   - Liaise with MTRC for possible service extension of the Airport Express trains services if required
   - Responsible for the tracking of the UAS and its operators at landside areas 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.
   - Responsible for alerting frontline staff to monitor and track the UAS activity at airport area

   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)*

- Act as a liaison between 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.

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AA CORPORATE AFFAIRS DEPARTMENT

RESPONSIBILITIES

- To obtain the information of latest situation and prepare reactive line-to-take (LTT) for potential media enquiries.

Alerted by IAC - ACC

1.   If the threat is assessed as 'RED' ALERT:

1.1   Action by Assistant General Manager, Media & Communications

1.1.1   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.

1.1.2   Alert the Information Services Department.

1.1.3   Prepare reactive LTT for potential media enquiries.

1.1.4   All press statements and LTT must reflect an agreed position of the Government, the Airport Authority (AA) and other involved organisations. The statements and LTT must be cleared with senior management of AA and related organisations.

1.1.5

Maintain a chronological log of events and action taken.

2.   If the threat is assessed as 'ORANGE' ALERT:

2.1   Action by Assistant General Manager, Media & Communications

2.1.1   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.

2.1.2   Prepare reactive LTT for potential media enquiries.

2.1.3   All press statements and LTT must reflect an agreed position of the Government, the AA and other involved organisations. The statements and LTT must be cleared with senior management of AA and related organisations.

2.1.4   Maintain a chronological log of events and action taken.

3. When the incident stands down:

3.1   **Action by** Assistant General Manager, Media & Communications

3.1.1   Prepare reactive LTT for potential media enquiries.

AVIATION SECURITY COMPANY LTD.

RESPONSIBILITIES

- Facilitation of entry / exit of emergency services to ARA as required
- Co-ordination of response and corresponding actions
- Provision of crowd management control in the PTB as required
- Provision of aviation security related services
- Provision of access control at AEC if required
- Maintaining an Incident Log

Alerted by IAC - ACC

1. **If the threat is assessed as 'RED / 'ORANGE' Alert:**

    1.1 Action

    1.1.1   Step up onsite monitoring and patrols to locate the threat and/or its operator, report to the Airport Duty Manager on any new observation, and provide support to co-ordinate response and corresponding actions.

    1.1.2   Maintain access control and facilitation of crowd management in support of the Police and Airport Authority (AA) to ensure safety and to minimize the disruption to airport operations.

    1.2 Action by   AVSECO Duty Security Controller

    1.2.1   Alert AVSECO Duty Security Manager, appropriate Divisional Control Rooms and managerial staff as well as AVSECO Senior Management when being notified of the threat and/or any observation.

    1.2.2   In addition, alert Chief Operations Officer (Security), Airport Standards Division of CAD.

    1.2.3   Stand by for higher level responses in case of escalation of threat status, or resumption of airport operations during stand down of incident.

1.3   **Action by**   AVSECO Duty Security Manager

1.3.1   Liaise with the Airport Duty Manager and keep AVSECO Duty Security Controller informed of any new observation, joint assessment result and corresponding actions to be taken.

1.3.2   Co-ordinate amongst AVSECO Divisions for response and implementation of corresponding actions minimizing the disruption to airport operations, such as crowd management in case of flight suspension.

1.3.3   If AEC is activated, deploy AVSECO representative to act as liaison between the AEC and AVSECO.

1.3.4   Ensure that all developments are accurately recorded in the incident log.

2.   **When the incident stands down:**

2.1   **Action**

2.1.1   Facilitate resumption of normal airport operations.

2.1.2   Keep monitoring and stay vigilant to any suspicion.

2.2   **Action by** AVSECO Duty Security Manager

2.2.1   Ascertain from the Airport Duty Manager, and where necessary the Police Incident Commander, conclusion of the incident as a collective decision on joint assessment result.

2.2.2   Co-ordinate with AVSECO Divisions and managerial staff as well as AVSECO Senior Management as appropriate.

AA TECHNICAL SERVICES INFRASTRUCTURE DEPARTMENT

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RESPONSIBILITIES

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

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Alerted by IAC-ACC

1. Action by Fault Response Team

1.1   Record alerting message.

1.2   Alert Superintendent, Fault Response (Civil and Airfield E&M)

1.3   Summon all duty shift staff to prepare for deployment as required.

1.4   Alert all the on-scene maintenance contractors to coordinate with Superintendent, Fault Response (Civil) on the personnel, and equipment movement as well as any maintenance activities to prevent any likely obstruction to the rescue and security operation.

1.5   Upon notification from the 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).

1.6   Maintain a chronological log of events and actions taken.

2. Action by Superintendent, Fault Response (Civil)

2.1   Coordinate with Assistant Manager - Airfield for deployment of all planned emergency response equipment

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

2.3   Deploy any necessary emergency response equipment as directed by Assistant Manager - Airfield and / or Police Field Commander.

2.4   Maintain communication with IAC-ACC using TETRA.

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

2.6   Maintain a chronological log of events and actions taken.

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

3.1   Standby at FRTMO.

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

3.3   Deploy any necessary emergency response equipment as directed by Assistant Manager - Airfield and / or Police Field Commander.

3.4   Maintain communications with IAC-ACC using TETRA.

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

3.6   Maintain a chronological log of events and actions taken.

AIRLINE / HANDLING AGENT

RESPONSIBILITIES

- Implement crowd control measures as required
- Ensure the welfare of stranded passengers
- Send representative to AEC

Alerted by IAC-ACC

1.   If the threat is assessed as 'RED' / 'ORANGE' Alert:

Action by Airline/ Handling Agent

1.1   Deploy sufficient manpower to implement crowd control measures upon notification by IAC-TOD.

1.2   Send representative to AEC to coordinate flight movement information and ground serving activities upon activation of AEC.

1.3   Ensure the welfare of stranded checked-in passengers by providing catering and other services.

1.4   Maintain a chronological log of events and actions taken.

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RAMP HANDLING LICENSEE

RESPONSIBILITIES

- Handling of the aircraft and equipment

Alerted by   IAC-ACC

Action

1.   Upon notification from the 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 the UAS poses a threat to parked aircraft on the apron, the Ramp Handling Licensee shall provide immediate assistance in the handling of aircraft and equipment or otherwise as requested.

3.   Maintain a chronological log of events and actions taken.

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LINE MAINTENANCE FRANCHISEE

RESPONSIBILITIES

- Servicing and possible removal of aircraft from potentially hazardous locations

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Alerted by   IAC-ACC

Action

1.   Upon notification from the 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 the UAS poses a threat to parked aircraft on the apron, the Aircraft Maintenance Franchisee shall provide immediate assistance in the servicing and possible removal of aircraft and equipment or otherwise as requested.

3.   Maintain a chronological log of events and actions taken.

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CUSTOMS AND EXCISE DEPARTMENT

RESPONSIBILITIES

- Standby for the emergency response
- Customs and Exercise Control

Alerted by IAC - ACC

1.   If the threat is assessed as 'RED' ALERT:

1.1   Action

1.1.1   Record alerting message

1.1.2   Arrange for staff to be available for customs control duty should the situation be upgraded to be an airport emergency incident stipulated in this manual and act in accordance with the corresponding actions

1.1.3   Standby for emergency action

1.1.4   Maintain a chronological log of events and actions taken

2.   If the threat is assessed as 'ORANGE' ALERT:

2.1   Action

2.1.1   Record alerting message

2.1.2   Maintain a chronological log of events and actions taken

3.   If the incident stands down:

3.1   Action

3.1.1   Record alerting message

3.1.2   Deploy Customs Officers to facilitate customs clearance for passengers and crew subject to the request of the Airport Authority.

3.1.3   Maintain a chronological log of events and actions taken

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IMMIGRATION DEPARTMENT

RESPONSIBILITIES

- Immigration Control

Alerted by IAC - ACC

1. **If the threat is assessed as 'RED' / 'ORANGE' Alert:**

   Action

   1. Deploy an officer to Airport Emergency Centre (AEC) when it is activated.

   2. Co-ordinate with Airport Duty Manager and airline(s) with regard to carrying out of immigration clearance after resolution of the incident.

   3. Maintain a chronological log of events and actions taken.

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GOVERNMENT FLYING SERVICE

RESPONSIBILITIES

- Provide aerial search for UAS operator
- Provide aerial support for law enforcement

Alerted by ATC Aerodrome Control Supervisor

1.   If the threat is assessed as 'RED' / 'ORANGE' Alert:

1.1   Action

1.1.1   Coordinate with ATC to obtain the latest movement of the UAS, and pass any relevant information to the aircrew.

1.1.2   In liaison with ATC, alert GFS airborne traffic and take appropriate action to coordinate aircraft movement accordingly.

1.1.3   Upon request from Police HQCCC, provide aerial support to facilitate any law enforcement mission.

1.1.4   Maintain a chronological log of events and action taken.

2.   When the incident stands down:

2.1   Action

2.1.1   Resume normal operation.

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INFORMATION SERVICES DEPARTMENT

RESPONSIBILITIES

- Liaison with the Airport Authority and relevant Government departments for dissemination of information to the Government, the mass media and the public

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Alerted by   AA Corporate Affairs Department (Assistant General Manager, Media & Communications)

1. If the threat is assessed as 'RED' / 'ORANGE' Alert:

1.1 Action

1.1.1   Liaise with the AA Assistant General Manager, Media & Communications and relevant Government departments to collect and disseminate information on the incident to the Government, the mass media and members of the public.

1.1.2   Handle press enquires and issue special announcements/ press releases in consultation with relevant departments and the Airport Authority.

1.1.3   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. When the incident stands down:

2.1 Action

2.1.1   Liaise with the AA Assistant General Manager, Media & Communications and relevant Government departments to collect and disseminate information on the incident to the Government, the mass media and members of the public.

2.1.2   Handle press enquires and issue special announcements/ press releases in consultation with relevant departments and the Airport Authority.

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AA SAFETY, SECURITYAND BUSINESS CONTINUITY DEPARTMENT

RESPONSIBILITIES

Management & administrative support of Airport Emergency Centre

Alerted by IAC-ACC

Action by AEC Manager

1.   Proceed to the Airport Emergency Centre (AEC).

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.

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AA LANDSIDE DEPARTMENT

RESPONSIBILITIES

- Closely monitor the location and track of the UAS
- Co-ordination of countermeasures as required
- Monitor situation and minimize disruption to landside area
- Provide staff and assistance as necessary

Alerted by IAC - ACC

1. If the threat is assessed as 'RED'/ 'ORANGE' Alert:

1.1 Action by Assistant Manager – Landside Services

1.1.1 Liaise closely with the Airport Duty Manager (ADM) regarding the threat assessment if landside area is involved.

1.1.2 Alert landside airport community and deploy all available resources (contractors, duty staff, etc.) for onsite investigation to locate and monitor the track of UAS and make timely report on any observation to ADM until incident stand down.

1.1.3 Try to locate the operator of the UAS at landside area and report any observation to IAC-LD.

1.1.4 Support ADM in the joint assessment until the incident stand down when necessary.

1.1.5 If Airport Emergency Centre (AEC) is activated, send representative to coordinate with other business partners and notify AEC of all actions taken.

1.1.6 Maintain close monitoring of landside operations to minimize disruption.

2. When the incident stands down:

2.1 Action by Assistant Manager – Landside Services

2.1.1   Liaise closely with Airport Duty Manager on the incident and update senior management when the incident stand down

2.1.2   Consolidate information on the incident and report to IAC-LD for log entering

AA INTEGRATED AIRPORT CENTRE

RESPONSIBILITIES

- Emergency alerting
- Convene joint UAS Threat Assessment with ATC and Police
- Coordinate responses to countermeasures
- Liaison

I. Direct receipt of UAS observation

1. Action by IAC–ACC / IAC–LD / IAC–TOD / IAC-ABD

1.1 If an observation or detection of Unmanned Aircraft System (UAS) is directly received by IAC-ACC / IAC-LD / IAC-TOD / IAC-ABD, immediately alert Airport Duty Manager (ADM) and notify duty staff members, and follow the procedures as mentioned in Section 1, para 4 and para 5 of this Part.

1.2 Participate the UAS Threat Assessment as indicated by ADM.

2. Action by Airport Duty Manager

2.1 When an UAS occurrence is received, alert ATC Watch Manager immediately and advise all available information, including location of the UAS (within or beyond 5km of HKIA). Obtained the initial assessment result from him/her.

2.2 After the alert to ATC Watch Manager, consult ATC Watch Manager if the reported UAS is authorised for operations. Together with other information, exempt the following cases from joint assessment:

- UAS observed beyond 5km of the HKIA
- Authorised UAS confirmed by ATC Watch Manager
- Authorised UAS confirmed by ADM

2.3 If the UAS operation is unauthorized and reported within 5km of HKIA, convene joint UAS Threat Assessment with ATC Watch Manager and Police to determine the assessment results, following Section 1, para 8 to para 12 of this Part, to collect respective assessment results after the joint assessment.

2.4   In situations when the assessment result from AA is the highest level of threat resulted, consult ATC Watch Manager on the appropriate actions to be taken on runway operations.

2.5   In the event of the UAS threat being assessed as 'ORANGE' or 'RED' Alert, or when the incident stood down, require IAC-ACC to alert Airport Community and notify AA senior management.

2.6   In consultation of senior management, decide to activate Airport Emergency Centre when necessary, and provide latest updates of UAS to AEC.

2.7   Conclude the UAS Threat Assessment Result upon incident stood down and complete the Unauthorised UAS Reporting Form (Appendix 17B) for all observations or detections reported and the Unauthorised UAS Threat Assessment Form (Appendix 17C) for observations or detections that required assessment.

II   **Alerted by** Airport Duty Manager

1. Action by IAC – ACC

1.1   Alert IAC – LD, IAC – TOD, IAC-ABD, Assistant Manager – Airfield and Airfield Duty Manager, IAC - AVSECO.

1.2   Use UAS Detection System for tracking the location of the UAS, and report any observation to ADM until incident stand down.

1.3   In situation that joint UAS Threat Assessment is convened by ADM with ATC Watch Manager and Police, Airfield DM and/or AM (ACC) shall assist ADM on the assessment subject to consideration of airport operations.

If the UAS threat is assessed as 'RED' / 'ORANGE' Alert:

1.4   Alert the following organisations AA management and duty staff members according to internal alerting proforma:

- Air Traffic Control
- Hong Kong Police
- AVSECO
- Government Flying Services
- Immigration Department
- Customs & Excise Department
- Airline / Handling Agent
- Ramp Handling Licensee
- Line Maintenance Franchisee

- AA Airfield Department
- AA Landside Department
- AA APM and Baggage Department
- AA Technical Services Infrastructure (FRT)
- AA Terminal Operations
- AA Safety, Security and Business Continuity Department
- AA Corporate Affairs
- Information Services Department

Notify the following members of AA management:

- Executive Director, Airport Operations
- Deputy Director, Airport Operations
- General Manager – Airfield
- Deputy General Manager - Airfield
- Assistant General Manager – Airfield Services
- Assistant General Manager – Standards & Services Delivery
- Assistant General Manager – Infrastructure Management & Coordination
- General Manager – APM & Baggage
- General Manager – Terminal Operations
- General Manager – Landside
- General Manager – Safety, Security and Business Continuity
- Assistant General Manager – APM Operations
- Assistant General Manager – Baggage Operations
- 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
- Assistant General Manager – Land Transport & Landscape
- Assistant General Manager – Intermodal Connectivity
- Assistant General Manager – Landside Infrastructure Management
- Assistant General Manager – Business Continuity Planning
- Assistant General Manager – Airport Security
- Assistant General Manager – Media & Communications Corporate Affairs
- AVSECO Duty Security Controller

1.5 AM (ACC) to implement countermeasures agreed in the joint assessment and coordinate with ATC on flight disruption impact.

1.6 Disseminate relevant disruption message to airport stakeholders.

1.7 Advise all alerted parties on resumption of operations when the incident is stood down.

1.8   Maintain a chronological log of events and actions taken.

2.   Action by IAC - LD

2.1   Broadcast emergency alert to all LD duty staff

2.2   Deploy LD duty staff onsite to locate the UAS and its operator, or to use UAS Detection System for tracking the UAS, and report any observation to IAC.

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

2.4   Advise all alerted parties when the incident is stood down.

3.   Action by IAC - TOD

3.1   Broadcast emergency alert to all Terminal Operations Department duty staff.

3.2   If decision is made to activate the Airport Emergency Centre, assist Airport Duty Manager to alert the following organisations / units to send a representative to AEC to act as liaison:

- Air Traffic Control
- Police
- Airline / Handling Agents
- Airline Operators Committee (AOC)
- Hong Kong Airline Service Providers Association (HASPA)
- Line Maintenance Franchisee
- Ramp Handling Licensee
- Information Services Department
- AA Airfield Department
- AA APM & Baggage Department
- AA Terminal Operations Department
- AA Landside Department
- AA APM and Baggage Department
- AA Technical Services Infrastructure Department
- AA Corporate Affairs Department
- AEC Support Team leaders and their deputies
- AVSECO

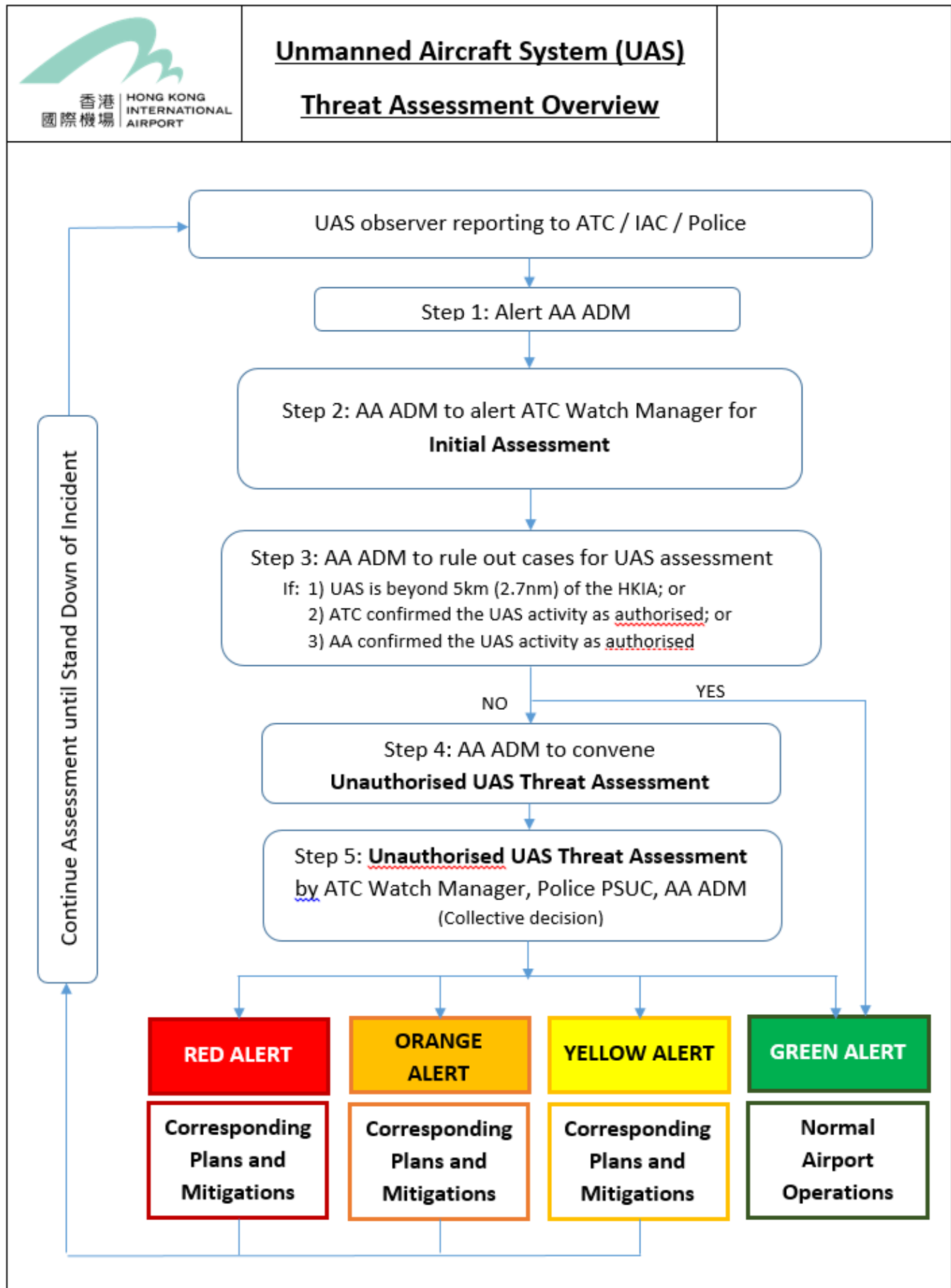3.3   Advise all alerted parties when the incident is stood down.

3.4   Maintain a chronological log of events and actions taken.

4. Action by IAC-ABD

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

    4.2   Advise all alerted parties when the incident is stood down.

    4.3   Maintain a chronological log of events and actions taken.

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Unmanned Aircraft System (UAS)

Threat Assessment Overview

UAS observer reporting to ATC / IAC / Police

Step 1: Alert AA ADM

Step 2: AA ADM to alert ATC Watch Manager for **Initial Assessment**

Step 3: AA ADM to rule out cases for UAS assessment

If: 1) UAS is beyond 5km (2.7nm) of the HKIA; or
     2) ATC confirmed the UAS activity as authorised; or
     3) AA confirmed the UAS activity as authorised

NO   YES

Step 4: AA ADM to convene **Unauthorised UAS Threat Assessment**

Step 5: **Unauthorised UAS Threat Assessment** by ATC Watch Manager, Police PSUC, AA ADM (Collective decision)

Continue Assessment until Stand Down of Incident

RED ALERT	ORANGE ALERT	YELLOW ALERT	GREEN ALERT
Corresponding Plans and Mitigations	Corresponding Plans and Mitigations	Corresponding Plans and Mitigations	Normal Airport Operations

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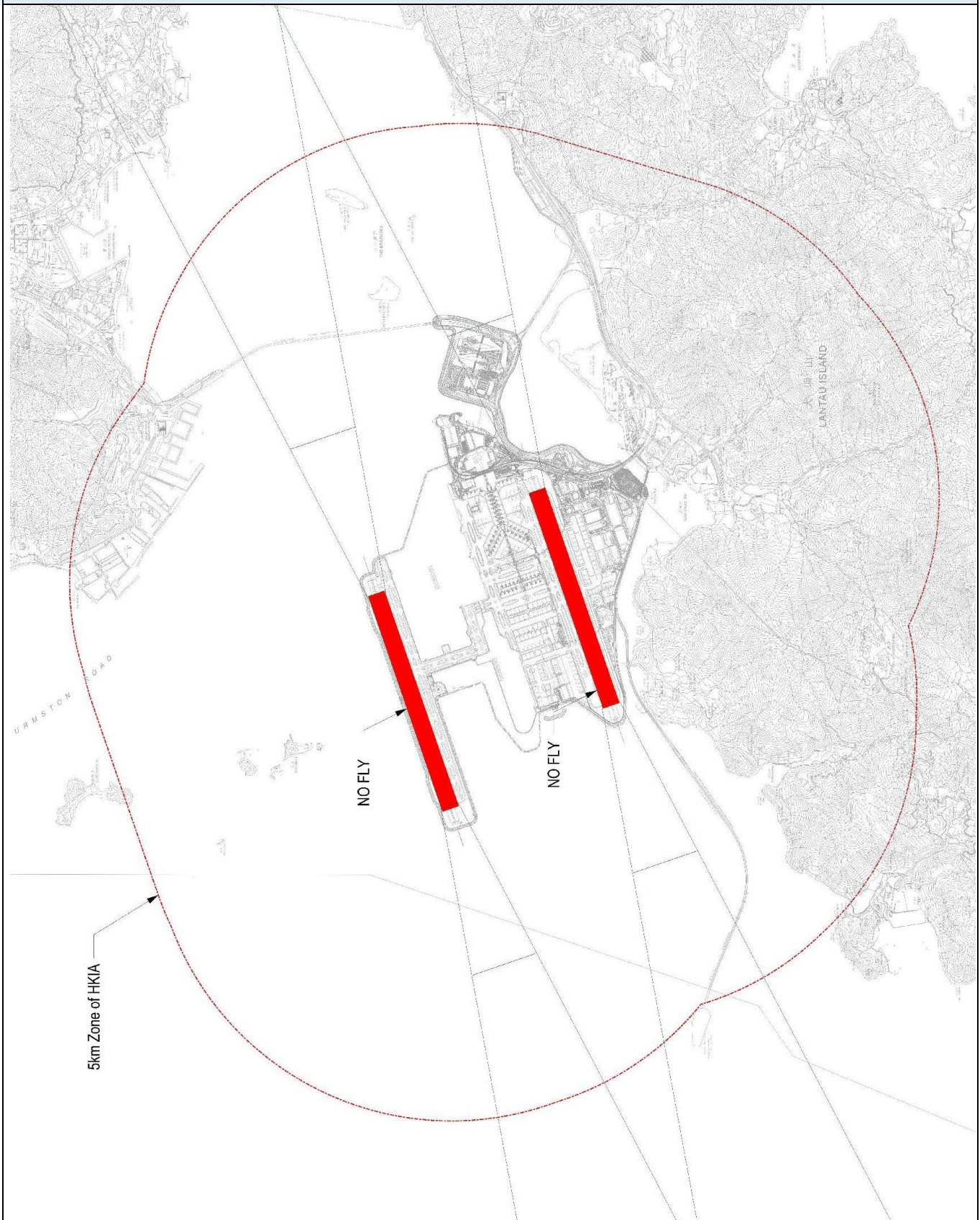|	**Unauthorised** **Unmanned Aircraft System (UAS)** **Reporting Form**	**Official Use Only** To be submitted by ADM per record of sighting

香港 國際機場 | HONG KONG INTERNATIONAL AIRPORT

Case Ref:_____

Details of the UAS (Submitted by ADM)

Name of Observer		Date of Observation	
Contact Number		Time of Observation (Local Time)	
Category of Observation	Flight Crew ☐ Police ☐ Staff ☐ Public ☐ UASDS ☐ Aeroscope ☐		
Information From	CAD ☐ IAC ☐ HKP ☐		
	Name / Position: Contact Number:		

Identification of UAS (per sighting)

UAS / Operator In Sight	☐	
Last Appear Time	☐	
Location (Ref. to Map on P.4 for marking)	☐	
Direction (Ref. to Map on P.4 for marking)	☐	
Altitude	☐	
Speed (Fast / Moderate / Slow)	☐	
Multiple Observations	☐	
Type (Fixed wing / Rotary / Quad, etc)	☐	
Size & Shape	☐	
Colour / Lighting	☐	
UAS Detection Activation (Model / Serial No.)	☐	
Advanced Notice of Incidents	☐	
Others	☐	

Location Reference (For Marking of Unauthorised UAS Observed if Necessary)

香港國際機場 HONG KONG INTERNATIONAL AIRPORT	**Unauthorised** **Unmanned Aircraft System (UAS)** **Threat Assessment Form**	**Official Use Only** To be completed by ADM after convening the joint assessment for collective decision

Assessment Time (Local Time):			
Threat Assessment Result (Convened to AA ADM by Threat Assessment Members only)			
CAD	**Name:**		**Position:**
Initial Assessment	**High Risk** ☐	**Medium Risk** ☐	**Low Risk** ☐
RFI Reported	**Yes** ☐ **No** ☐	**Remarks:**	
Assessment			
Result	**RED ALERT** ☐ **ORANGE ALERT** ☐	**YELLOW ALERT** ☐ **GREEN ALERT** ☐	
AA ADM	**Name:**		**Position:**
Assessment			
Result	**RED ALERT** ☐ **ORANGE ALERT** ☐	**YELLOW ALERT** ☐ **GREEN ALERT** ☐	
POLICE	**Name:**		**Position:**
Assessment			
Result	**RED ALERT** ☐ **ORANGE ALERT** ☐	**YELLOW ALERT** ☐ **GREEN ALERT** ☐	
Collective Decision on Assessment Result			
Stand down Time of Incident: (Criteria to stand down the incident to be agreed by the Assessment Group)			
Sign Off			
_____ **Name:** **(ADM)**			

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