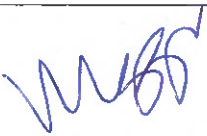


Business Continuity Manual

Business Continuity Plan: D3

Contingency Staff Transport

		Signature	Revision	Effective Date
Updated By	Senior Manager, Administration	 Maggie Chan	30	Jul 2022
Reviewed By	Senior Manager BCP, SSBC	 Emily Chu		
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A Purpose

Bus services run by the appointed Contractor will be provided as contingency staff transport (CST) for picking up shift staff and Passenger Care Team (PCT) when the MTR's Airport Express Line (AEL) and Public Buses Service to/from airport are not available.

This circular describes the procedure of mobilising the service and provides the routings and stops as set out in Paragraph C below.

B Mobilisation

1. When the AEL services and Public Buses Service to/from airport are not available, the Airport Duty Manager of IAC will determine the mobilization of CST services to meet the shift change of duty staff and/or PCT members at least two hours before the CST services is required.
2. Upon instruction given by Airport Duty Manager, the Contractor's buses will arrive at the first stop of each route at time as set in Paragraph H.
3. The Airport Duty Manager will also determine if outbound trips are required for the off-duty staff (from T1 Coach Station to outstations) after the buses transferred the inbound on-duty staff to the airport and will advise the Contractor two hour before the shift-off time. In case that this is necessary, the buses will depart the T1 Coach Station at time as set in Paragraph H.
4. When CST services is required for PCT, the Airport Duty Manager will inform the PCT Shift Leader of the inbound and outbound timetable for cascading down to the PCT members.
5. The buses will run provided always that weather conditions permit and the Tsing Ma Bridge remains open. In the event that weather conditions deteriorate to such an extent that road conditions are hazardous and the safety of passengers is endangered, the bus services or routing may have to be altered, suspended or stopped. The Airport Duty Manager will be kept informed of such situation by the Contractor.

C **Routings**

1. 45-seater buses will be allocated to the following routes.

Inbound

- HK1: HK AEL Station (Map A1 refers) → Mei Foo MTR station (Map A2) → Tsing Yi AEL Station (Map A3 refers) → Tung Chung MTR Station (Map A4 refers) → T1
- TY1: Tuen Mun Times Square (Map B1 refers) → Tin Shui Wai MTR Station (Map B2 refers) → Long Ming Street (Map B3 refers) → T1
- TY2: Sheung Shui MTR Station (Map C1 refers) → Fanling MTR Station (Map C2 refers) → Tai Po Market Station (Map C3 refers) → T1
- TY3: Sunshine City (Map D1 refers) → Shatin Plaza (Map D2 refers) → Tsuen Wan MTR Station (Map D3 refers) → T1

Outbound

- HK2: T1 → Tung Chung MTR Station (Map A4 refers) → Tsing Yi AEL Station (Map A3 refers) → Mei Foo MTR station (Map A2) → HK AEL Station (Map A1 refers)
- TY4: T1 → Long Ming Street (Map B3 refers) → Tin Shui Wai MTR Station (Map B2 refers) → Tuen Mun Times Square (Map B1 refers)
- TY5: T1 → Tai Po Market Station (Map C3 refers) → Fanling MTR Station (Map C2 refers) → Sheung Shui MTR Station (Map C1 refers)
- TY6: T1 → Tsuen Wan MTR Station (Map D3 refers) → Shatin Plaza (Map D2 refers) → Sunshine City (Map D1 refers)

D **Signage**

A sign "Airport Authority (機管局)" with the route number will be displayed on the windscreen of all buses and a Staff ID Card should be carried for proof of identity.

E **Ad hoc Contingency Transport at HKIA**

Administration drivers and vehicle fleet will support the ad hoc transport requirement at airport as necessary. As far as possible, request should be addressed to the Administration Officer- Transport Services with 3 hours advance notice.

F Contacts

Upon the activation of Airport Emergency Centre (AEC), the AEC Support Team (2182-0088 / aec@hkairport.com) shall assist Airport Duty Manager (2183-2939) at the IAC to coordinate and disseminate information to the ACC (2910-1108), IAC - TOD (2181-8110), IAC – LD (2181-8118) FRTMO (2183-6888) and the PCT Shift Leader. If required, duty staff can contact the appropriate control centre and PCT members to contact their respective Unit Leaders.

G. Map of the designated bus stops













H Contingency Bus services details

Route	Pick up / Drop off point	Map	Shift Duty Staff		Passenger Care Team ("PCT")	
			Pick Up Time	No. of Coach Required	Pick Up Time	No. of Coach Required
Inbound						
HK1	HK AEL Station Harbour View Street Lay-by 香港機鐵站港景街避車處	A1	06:30 / 18:30	2	hh:mm	1
	Mei Foo MTR Station EXIT A (pick up at Red mini-bus stop at PTI) 美孚港鐵站 A 出口	A2	06:45 / 18:45		hh:mm+15min	
	Tsing Yi AEL Station Ground Level EXIT C 青衣機鐵站 C 出口地面	A3	06:52 / 18:52		hh:mm+22min	
	Tung Chung MTR Station EXIT A, Urban Taxi Station, Coach Pickup Area 東涌地鐵站 A 出口市區的士站	A4	07:12 / 19:12		hh:mm+42min	
	Arriving at T1 coach station		07:20 / 19:20		hh:mm+50min	
TY1	Tuen Mun Times Square, Tuen Hop Street 屯門時代廣場屯合街	B1	06:30 / 18:30	2	hh:mm	1
	Tin Shui Wai MTR Station EXIT D 天水圍港鐵站 D 出口	B2	06:40 / 18:40		hh:mm+10min	
	Long Ming Street (Opposite side of Yuen Long MTR Station EXIT H) 元朗 朗明街 (元朗地鐵站 H 出口對面)	B3	06:50 / 18:50		hh:mm+20min	
	Arriving at T1 coach station		07:25 / 19:25		hh:mm+55min	
TY2	Sheung Shi MTR Station EXIT B 上水港鐵站 B 出口	C1	06:30 / 18:30	2	hh:mm	1
	Fanling MTR Station EXIT A2 粉嶺港鐵站 A3 出口	C2	06:35 / 18:35		hh:mm+5min	
	Tai Po Market Station EXIT A1 Lay-by 大埔墟火車站近 A1 出口避車處	C3	06:50 / 18:50		hh:mm+20min	
	Arriving at T1 coach station		07:40 / 19:40		hh:mm+70min	
TY3	Sunshine City, On Luk Street. Below the footbridge 新港城鞍祿街行人天橋底	D1	06:30 / 18:50	2	hh:mm	1
	Shatin Plaza Citibank 沙田廣場花旗銀行	D2	06:45 / 18:45		hh:mm+15min	
	Tsuen Wan MTR Station EXIT B2, Tsuen Wan Multi-Storey Car Park 荃灣港鐵站 B2 出口,荃灣多層停車場	D3	07:00 / 19:00		hh:mm+30min	
	Arriving at T1 coach station		07:35 / 19:35		hh:mm+65min	

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Route	Pick up / Drop off point	Map	Shift Duty Staff		Passenger Care Team ("PCT")	
			Pick Up Time	No. of Coach Required	*Pick Up Time	No. of Coach Required
Outbound						
HK2	Depart at T1 coach station		08:30 / 20:30		hh:mm	1
	Tung Chung MTR Station EXIT A, Urban Taxi Station, Coach Pickup Area 東涌地鐵站 A 出口市區的士站	A4	08:38 / 20:38		hh:mm+8min	
	Tsing Yi AEL Station Ground Level EXIT C 青衣機鐵站 C 出口地面	A3	09:58 / 20:58		hh:mm+28min	
	Mei Foo MTR Station EXIT A (pick up at Red mini-bus stop at PTI) 美孚港鐵站 A 出口	A2	09:05 / 21:05		hh:mm+35min	
	HK AEL Station Harbour View Street Lay-by 香港機鐵站港景街避車處	A1	09:20 / 21:20		hh:mm+50min	
TY4	Depart at T1 coach station		08:30 / 20:30		hh:mm	1
	Long Ming Street (Opposite side of Yuen Long MTR Station EXIT H) 元朗 朗明街 (元朗地鐵站 H 出口對面)	B3	09:05 / 21:05		hh:mm+35min	
	Tin Shui Wai MTR Station EXIT D 天水圍港鐵站 D 出口	B2	09:15 / 21:15		hh:mm+45min	
	Tuen Mun Times Square, Tuen Hop Street 屯門時代廣場屯合街	B1	09:25 / 21:25		hh:mm+55min	
TY5	Depart at T1 coach station		08:30 / 20:30		hh:mm	1
	Tai Po Market Station EXIT A1 Lay-by 大埔墟火車站近 A1 出口避車處	C3	09:20 / 21:20		hh:mm+50min	
	Fanling MTR Station EXIT A2 粉嶺港鐵站 A3 出口	C2	09:35 / 21:35		hh:mm+65min	
	Sheung Shi MTR Station EXIT B 上水港鐵站 B 出口	C1	09:40 / 21:40		hh:mm+70min	
TY6	Depart at T1 coach station		08:30 / 20:30		hh:mm	1
	Tsuen Wan MTR Station EXIT B2, Tsuen Wan Multi-Storey Car Park 荃灣港鐵站 B2 出口,荃灣多層停車場	D3	09:05 / 21:05		hh:mm+35min	
	Shatin Plaza Citibank 沙田廣場花旗銀行	D2	09:20 / 21:20		hh:mm+50min	
	Sunshine City, On Luk Street. Below the footbridge 新港城鞍祿街行人天橋底	D1	09:35 / 21:35		hh:mm+65min	

Note:

Route	No. of buses per route	
	for Shift Duty	for PCT
Inbound		
HK1	2	1
TY1	2	1
TY2	2	1
TY3	2	1
Outbound		
HK2	2	1
TY4	2	1
TY5	2	1
TY6	2	1

End of BCP – D3