

FAX alert message No. 1 from Air Traffic Control Tower

Prepared at (Local Time) _____ Date _____

FULL EMERGENCY

- Flight Identification _____
(Flight Number or Aircraft Registration)
- Airline Company _____
- Aircraft Type _____
- Nature of Emergency _____

• Total Persons on Board _____ TBN

• Dangerous Goods on Board NO TBN

YES Location _____
Type/UN ID Code _____
Quantity _____

• Estimated Time of Arrival _____ TBN

• Runway in Use for Landing _____ TBN

Completed by (_____) Checked by (_____)
TFC ASU

Please ring 2910 6822 if message received is incomplete

ATMD
CAD

(20 February 2006)

7

Transport Emergency

MM 2

Cover Sheet

To: Fax Support (Fax : 2837 7200)

Please Multifax the attached message to my pre-registered list.

Company Name : Civil Aviation Department

Password : 240515

Multifax List No: 202

Contact Person : Aerodrome Supervisor

Registered Fax No : 2910 0168

Contact Tel No: 2910 6822

Total number of pages : Cover Sheet + [1]

Remarks : Emergency, please deliver my Multifax message immediately.

Signature _____ Date _____

Please fax this cover sheet together with your message to 2837 7200. We will fax back a message reference number to you in a few minutes.

You can photocopy this sheet for future use.

If you have any queries, please call Customer Services Executive on 2888 2242.

Please note: Under the general conditions of service, customers shall not use the service for any illegal or improper purpose or for the purpose of sending unsolicited advertising messages.

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(1 June 2006)

Alert message No. ____ from Air Traffic Control Tower
Prepared at (Local Time) _____ (Date) _____
to supplement previous notification on

FULL EMERGENCY _____

(Flight Identification)

Total Persons on Board _____

Dangerous Goods on Board NO

YES Location _____

Type/UN ID Code _____

Quantity _____

Revised Estimated Time of Arrival _____

Runway in Use for Landing _____

Any other information _____

The Full Emergency situation has been downgraded to a

Local Standby at time (local) _____

Completed by (_____) Checked by (_____)
TFC ASU

Please ring 2910 6822 if message received is incomplete

8

Transport Emergency

MM 2

Cover Sheet

To: Fax Support (Fax : 2837 7200)

Please Multifax the attached message to my pre-registered list.

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Password : 240515

Multifax List No: 202

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Total number of pages : Cover Sheet + [1]

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ATMD
CAD

(1 June 2006)


9

STAND DOWN FORM

This is a Stand Down Notification
from Air Traffic Control Tower
concerning the Incident on _____
(Aircraft Identification)

The incident has been stood down at _____

Thank you very much for your kind assistance.



Date _____ Message prepared at _____
(Local time)

Completed by

Checked by

(TFC)

(ASU/WMR)

Please ring 2910 6822 if message received is incomplete

ATMD
CAD

(1 June 2006)

10 AERODROME SUPERVISOR (ASU)**FULL EMERGENCY ALERTING LIST**

Name	Telephone No.	Alerted (Local Time)	Additional Information	Stand Down Notified at
WMR	SPE Direct Line or 2910 6821			
C(OS)	2910 6432 or see Current Post Holder List <i>If no reply contact ADG(ATM) 2910 6402</i>			

Actioned by ASU :

Signature : _____

Name : _____

Date : _____

ATMD
CAD

(1 June 2006)

11 TOWER FSO COMMUNICATION (TFC)**FULL EMERGENCY ALERTING LIST**

Name	Telephone No.	Alerted (Local Time)	Additional Information	Stand Down Notified at
WMR	Fax Alerting Message and Additional Alert Message 2910 1178			
Airport Fire Contingent Rescue Control	SPE Direct Line or 2183 6262			
Airport Police Control Room	SPE Direct Line or 2769 4801 2106 7020			
Marine Rescue Coordination Centre	SPE Direct Line or 2233 7996			

Actioned by TFC :

Signature : _____

Name : _____

Date : _____

ATMD
CAD

(1 June 2006)

12 TOWER FSO PLANNING (TFP)**FULL EMERGENCY ALERTING LIST**

Name	Telephone No.	Alerted (Local Time)	Additional Information	Stand Down Notified at
AAHK Apron Control Centre	SPE Direct Line or 2910 1108			
Queen Elizabeth Hospital	SPE Direct Line or 2958 8888			
Aircraft Operator	See Front Insert Operators Contact List Also obtain POB and DG information			

Actioned by TFP :

Signature : _____

Name : _____

Date : _____

13 WATCH MANAGER (WMR)**FULL EMERGENCY ALERTING LIST**

13.1 Inform FSS of Alerting Message

13.2.

Name	Telephone No.	Alerted (Local Time)	Additional Information	Stand Down Notified at
ADG(FS)	2769 8896 or see Current Post Holder List <i>If no reply contact C,AS 2769 7508</i>			
SOO(T)	2910 6446 or see Current Post Holder List <i>If no reply contact C(TD) 2910 6434</i>			

Actioned by WMR :

Signature : _____

Name : _____

Date : _____

 ATMD
 CAD

(1 June 2006)

14 FLIGHT SERVICE SUPERVISOR (FSS)**FULL EMERGENCY ALERTING LIST**

Name	Telephone No.	Alerted (Local Time)	Additional Information Passed at	Stand Down Notified at
Fire Services Communications Centre	SPE Direct Line or 2733 7772			
GFS	SPE Direct Line or 2305 8301			
Aeronautical Com Supervisor ACS(ANC)	SPE Direct Line or 2910 6222			
HKO	2910 6920			

Actioned by FSS :

Signature : _____

Name : _____

Date : _____

FULL EMERGENCY ALERTING FLOW CHART			
Duty Staff	Initial Alerting	Downstream Alerting	
ASU	ASU	Primary Alerting	
		ADG(FS) or C,AS	
	WMR	↓	ADG(APS) or CSO(A)
			C(TD)
			C(TE)
			Security Branch
	ASU	↓	Fire Services Comm Centre
			GFS
			ACS(ANC)
			HKO
ASU	FSS	C(O&M)	
		ADG(E&S)	
TFC	C(OS) or ADG(ATM)	ADG(ATM)	
		PRO	
		DGCA DDGCA	
TFP	Airport Fire Contingent Airport Police MRCC	AAHK ACC	
		Queen Elizabeth Hospital Aircraft Operator	
		AAHK EPM Alerting Procedures	

CHAPTER 12**BOMB THREAT****CONTENT**

1	Introduction	12-1
2	Bomb Threat Assessment Group (BTAG).....	12-1
3	ASU/WMR Actions for Bomb Threat Against an Aircraft Inbound to Hong Kong or Taxiing at Hong Kong International Airport.....	12-2
4	ASU/WMR Actions for Bomb Threat Against a Parked Aircraft	12-4
5	WMR Actions for a Bomb Threat Against an Aircraft Not Landing in Hong Kong.....	12-4
6	ASU/WMR Actions for Bomb Threat in a Building	12-4
7	Incident Stand Down	12-5
8	Initial Action on Receipt of a Telephoned Bomb Threat	12-5
9	Initial Action on Receipt of a Written Bomb Threat	12-6
10	Police Action During a Bomb Threat	12-6
11	Other Actions	12-6
12	Transport Emergency Cover Sheet (Bomb Threat)	12-7
13	Bomb Threat Against Aircraft Alert Message No.1	12-8
14	Transport Emergency Cover Sheet (Bomb Threat)	12-9
15	Bomb Threat Against Aircraft Alert Supplement Message	12-10
16	Transport Emergency Cover Sheet (Bomb Threat)	12-11
17	Stand Down Form	12-12
18	ASU/WMR Bomb Threat Alerting List When ATC is the first to receive the bomb threat message	12-13
19	ASU/WMR Bomb Threat Alerting List When bomb threat is assessed as 'RED'	12-14
20	ASU/WMR Bomb Threat Alerting List When bomb threat is assessed as 'AMBER' or 'GREEN'.....	12-15
21	Bomb Threat Alerting Flow Chart	12-16
22	Bomb Threat Report Form	12-17
23	Isolated Aircraft Parking Position.....	12-18

ATMD

(3 October 2006)

CAD

BOMB THREAT

1 Introduction

- 1.1 Any bomb threat or aircraft sabotage threat is to be treated as genuine until proved otherwise.
- 1.2 The term 'bomb threat' as used throughout this Chapter may refer to any threat of sabotage or malicious damage against an aircraft or airport building.
- 1.3 There are four types of bomb threat :
 - a) a bomb threat against an aircraft inbound to Hong Kong;
 - b) a bomb threat against an aircraft parked at Hong Kong International Airport;
 - c) a bomb threat against an aircraft airborne en-route to a destination other than Hong Kong;
 - d) a bomb threat against an airport building.

2 Bomb Threat Assessment Group (BTAG)

- 2.1 For every bomb threat against an aircraft inbound to Hong Kong or parked at Hong Kong International Airport a Bomb Threat Assessment Group (BTAG) will be formed. The BTAG consists of a senior representative of the airline concerned (or the handling agent), the Senior Police Officer on duty, AVSECO Duty Manager, AAHK Terminal Manager and AAHK Duty Manager Airfield,
- 2.2 For a bomb threat against an aircraft airborne en-route to a destination other than Hong Kong, the operator and pilot shall decide on the action to be taken.
- 2.3 For a bomb threat involving an airport building a BTAG will be formed. The BTAG consists of the AVSECO Duty Manager, Senior Police Officer on duty, the building tenant (if not AAHK building) and AAHK Terminal Manager.
- 2.4 The BTAG will classify a bomb threat as 'Red', 'Amber' or 'Green' :
 - a) 'RED'

A specific threat where the threat is of a nature which permits identification of a specific target, or where the caller has positively identified himself or the organisation involved and is judged to be credible. Such a threat is likely to involve danger to people or airport activities and therefore merits countermeasures.

- b) 'AMBER'
A threat that can be related to one or more targets but where there is a doubt about its credibility or about the effectiveness of the existing countermeasures. Such a threat may involve danger and may require an increase in countermeasures.
- c) 'GREEN'
A threat that may not identify a target or specific group of targets, or which otherwise lacks credibility. Such a threat does not justify extra precautions.

3 ASU/WMR Actions for Bomb Threat Against an Aircraft Inbound to Hong Kong or Taxiing at Hong Kong International Airport

- 3.1 ASU shall initiate a Full Emergency if an actual or suspected bomb is discovered at any time during a bomb threat.
- 3.2 ASU shall initiate a Local Standby for an aircraft in flight when the Bomb Threat Assessment Group (BTAG) classifies the bomb threat as 'RED', or the aircraft is within 5 minutes of landing and BTAG has not yet classified the level of the threat.
- 3.3 ASU shall initiate Ground Incident for an aircraft taxiing when the Bomb Threat Assessment Group (BTAG) classifies the bomb threat as 'RED'.
- 3.4 Even though a bomb threat is not classified as 'RED', if the aircraft commander elects to taxi to an Isolated Aircraft Parking Position, ASU shall initiate a Local Standby.
- 3.5 ASU shall initiate an Aircraft Accident if an explosion or fire occurs on the subject aircraft at any time during a bomb threat.
- 3.6 If a Full Emergency has been declared, once passengers and crew are clear of the aircraft, either by using emergency evacuation chutes or normal disembarkation by steps, Rescue Leader may downgrade the incident to a Local Standby.
- 3.7 When ATC is the first to receive the threat information, ASU/WMR is responsible for ensuring all alerting actions in accordance with the alerting list on page 12-13 are carried out.
- 3.8 When informed of an "AMBER" or "GREEN" bomb threat, ASU/WMR is responsible for ensuring all alerting actions in accordance with the alerting list on page 12-15 are carried out.. (When a bomb threat is assessed as 'GREEN', after the initial notification, the incident will be closed.)

- 3.9 When informed of a 'RED' bomb threat, ASU/WMR is responsible for ensuring all alerting actions in accordance with the alerting lists specified on page 12-14 are carried out.
- 3.10 When informed of a 'RED' bomb threat, ASU shall :
- a) ascertain from the pilot whether emergency evacuation chutes will be deployed after landing or normal disembarkation by steps will be carried out (this information shall be passed to AFC and ACC);
 - b) request ACC to allocate the isolated aircraft parking position.
- 3.11 ATC should only inform an aircraft commander of a threat against his aircraft when :
- a) a 'RED' threat assessment has been declared;
 - b) no contact has been established with the airline threat assessor (or Station Manager/Handling Agent in his absence);
 - c) instructed by the airline;
 - d) instructed by BTAG.
- 3.12 When ATC communicates directly to the aircraft commander, it will normally be at the request of the airline, but exceptionally it may be at the request of the Police. (Care must be taken to provide an accurate statement of the threat message as received.)
- 3.13 When the subject aircraft is taxiing, that taxiway and all adjacent taxiways shall be sterilised. All vehicles, except those responding to the incident or those with permission from the Security Duty Manager or Police Incident Officer, shall be kept away from the area.
- 3.14 Helicopters, except those engaged in security or rescue operations, should be routed away from the subject aircraft.
- 3.15 When notified by AAHK Terminal Manager that the Airport Emergency Centre (AEC) has been activated, dispatch an ATMD representative to act as a liaison officer.
- 3.16 In the event that the flight diverts to another airport, the ATC units at the next control unit and the new destination must be informed.

4 ASU/WMR Actions for Bomb Threat Against a Parked Aircraft

- 4.1 When ATC is the first to receive the threat information against an aircraft that is stopped and parked, ASU/WMR is responsible for ensuring all alerting actions in accordance with the alerting list on page 12-13 are carried out.
- 4.2 If ATC is not the first to receive the threat message, ASU/WMR shall carry out CAD's internal alerting, but AAHK is responsible for co-ordinating all other actions.
- 4.3 When informed of an "AMBER" or "GREEN" bomb threat, ASU shall inform C(OS). (When a bomb threat is assessed as "GREEN", after the initial notification, the incident will be closed.)
- 4.4 When informed of a "RED" bomb threat, ASU/WMR is responsible for ensuring all alerting actions in accordance with the alerting lists specified on page 12-14 are carried out.

5 WMR Actions for a Bomb Threat Against an Aircraft Not Landing in Hong Kong

- 5.1 For a bomb threat against an airborne aircraft not landing in Hong Kong, the operator of the aircraft concerned, normally through the aircraft captain, will be responsible for assessing the situation and deciding what action should be taken.
- 5.2 WMR is responsible for ensuring all alerting actions in accordance with the alerting list on page 12-13 are carried out. WMR shall also advise the next ACC and destination airport of the bomb threat and the pilot's intentions.
- 5.3 WMR must consider the possibility that the pilot may decide to divert to Hong Kong at any time and should keep all alerted parties informed of any change of the pilot's intentions.
- 5.4 WMR shall inform all alerted parties when the aircraft has left the Hong Kong FIR.

6 ASU/WMR Actions for Bomb Threat in a Building

- 6.1 When ATC is the first to receive the threat information relating to the Passenger Terminal Building or other airport buildings, ASU/WMR is responsible for ensuring all alerting actions in accordance with the alerting list on page 12-13 are carried out.
- 6.2 If ATC is not the first to receive the bomb threat message, ASU/WMR shall carry out CAD's internal alerting, but AAHK is responsible for co-ordinating all other actions.

ATMD
CAD

(3 October 2006)

reat Assessment Group (BTAG) will be formed for each bomb an AAHK building. The BTAG will include the AVSECO Duty Senior Police Officer on Duty and the AAHK Terminal Manager. ; belongs to an airport tenant, e.g. HACTL or HAECO, the tenant nsible for the threat assessment.

of a 'RED' bomb threat, ASU/WMR is responsible for ensuring actions in accordance with the alerting lists specified on page ried out.

hreat in a building has been assessed as 'RED', ASU shall take action to close any affected taxiways and re-route aircraft away a.

rmed of an "AMBER" or 'GREEN' bomb threat, ASU shall inform When a bomb threat is assessed as 'GREEN', after the initial n, the incident will be closed.)

ified by AAHK Terminal Manager that the Airport Emergency Centre is been activated, dispatch an ATMD representative to act as a liaison

nt Stand Down

ident should be stood down by the AVSECO Security Duty Manager nsultation with the Police Incident Officer and the airline operator. er, it is the responsibility of the airline and the aircraft commander ned as to the subsequent operation of the aircraft.

craft not landing in Hong Kong, WMR should advise AVSECO when the has left Hong Kong FIR and control is transferred to the adjacent ATC AVSECO will then commence stand down procedures.

ial Action on Receipt of a Telephoned Bomb Threat

following actions are to be taken by any ATMD staff receiving a threat sage by telephone :

Listen carefully and write down the message in full in the language used by the caller and the time of the call.

Allow the caller to speak and engage in conversation to obtain as much information as possible, suggested questions to ask are:

- i) where is the bomb ?
- ii) when or how will it detonate ?
- iii) what does the bomb look like ?
- iv) why are you doing this ?
- v) who are you ?

(3 October 2006)

Attract the attention of a colleague or supervisor who should immediately alert the Police via the Police HQ Communications Centre direct line (SPE HQCCC) or by dialing '999'.

- d) DO NOT HANG UP YOUR TELEPHONE. This will assist the Police in tracing the call. (Keep the caller talking, the longer he/she is on the phone, the better chance the Police has in tracing the call).
- e) Complete a copy of the Bomb Threat Report Form (see page 12-17) and fax it to the Airport Police and the AVSECO Duty Controller as soon as possible.

9 Initial Action on Receipt of a Written Bomb Threat

- 9.1 A person receiving a written bomb threat should :
 - a) Avoid touching the paper upon which the threat is written or typed as it may provide forensic evidence, (e.g. fingerprints), to help the Police identify the sender. Any envelope or packaging should also be retained for collection by Police.
 - b) Immediately inform the AVSECO Duty Controller.
 - c) Complete a copy of the Bomb Threat Report Form (see page 12-16) and fax it to the Airport Police and AVSECO Duty Controller as soon as possible.

10 Police Action During a Bomb Threat

- 10.1 A bomb threat is a criminal act and must be reported to the Police so that investigative action can be initiated. In the context of a bomb threat to an aircraft or building, threat assessment is not a Police responsibility, but advice on the general level of threat may be available from the Police. In the event that the threat is assessed as 'Red' and is considered to warrant the implementation of counter measures, the Police may declare the incident a Major Security Incident and assume command (see Chapter 18).
- 10.2 The police officer in charge on scene will be the Police Incident Officer (PIO) or Incident Commander. When assistance is requested and Police resources are deployed, the PIO shall have command and control of that aspect of the operation.

11 Other Actions

- 11.1 A Multifax message is sent via facsimile for a threat against an aircraft in flight or an aircraft taxiing. The alertee fax numbers have been grouped under the Multifax List No. 203. The Multifax Password needs to be mentioned for every multifax transmission. (See EPM Part 1, Chapter 9, page 9-7.)

ATMD
CAD

(3 October 2006)

12

Transport Emergency

MM 2

Cover Sheet

To: Fax Support (Fax : 2837 7200)

Please Multifax the attached message to my pre-registered list.

Company Name : Civil Aviation Department

Password : 245421 (ATCC) Multifax List No: 203
240515 (TWR)
245321(RCC)

Contact Person : Aerodrome Supervisor

Registered Fax No : 2910 1177 (ATCC) Contact Tel No: 2910 6822
2910 0168 (TWR)
2910 1188 (RCC)

Total number of pages : Cover Sheet + [1]

Remarks : Emergency, please deliver my Multifax message immediately.

Signature _____ Date _____

Please fax this cover sheet together with your message to 2837 7200. We will fax back a message reference number to you in a few minutes.

You can photocopy this sheet for future use.

If you have any queries, please call Customer Services Executive on 2888 2242.

Please note: Under the general conditions of service, customers shall not use the service for any illegal or improper purpose or for the purpose of sending unsolicited advertising messages.

ATMD
CAD

(3 October 2006)

(Yellow)
(Bomb Threat)

14

Transport Emergency

MM 2

Cover Sheet

To: Fax Support (Fax : 2837 7200)

Please Multifax the attached message to my pre-registered list.

Company Name : Civil Aviation Department

Password : 245421 (ATCC) Multifax List No: 203
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 245321(RCC)

Contact Person : Aerodrome Supervisor

Registered Fax No : 2910 1177 (ATCC) Contact Tel No: 2910 6822
 2910 0168 (TWR)
 2910 1188 (RCC)

Total number of pages : Cover Sheet + [1]

Remarks : Emergency, please deliver my Multifax message immediately.

Signature _____ Date _____

Please fax this cover sheet together with your message to 2837 7200. We will fax back a message reference number to you in a few minutes.

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If you have any queries, please call Customer Services Executive on 2888 2242.

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ATMD
CAD

(3 October 2006)

15 FAX alert message No. _____ from Air Traffic Control Tower
to supplement previous notification of
BOMB THREAT against _____
(Aircraft Identification)

Date _____ Local Time _____

Total Persons on Board _____

Dangerous Goods on Board NO
 YES Location _____
Type/UN ID Code _____
Quantity _____

Estimated Time of Arrival* / Departure* _____
(* Delete as appropriate)

Runway in Use for Landing* / Departure* _____
(* Delete as appropriate)

Will deploy emergency chutes (Ground Incident)

Will use steps in parking position (Local Standby)

Additional Information _____

Completed by (_____) Checked by (_____)
TFC WMR / ASU

Please ring 2910 6822 if message received is incomplete

16

Transport Emergency

MM 2

Cover Sheet

To: Fax Support (Fax : 2837 7200)

Please Multifax the attached message to my pre-registered list.

Company Name : Civil Aviation Department

Password : 245421 (ATCC) Multifax List No: 203
 240515 (TWR)
 245321(RCC)

Contact Person : Aerodrome Supervisor

Registered Fax No : 2910 1177 (ATCC) Contact Tel No: 2910 6822
 2910 0168 (TWR)
 2910 1188 (RCC)

Total number of pages : Cover Sheet + [1]

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Signature _____ Date _____

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ATMD
CAD

(3 October 2006)


17

STAND DOWN FORM

This is a Stand Down Notification
from Air Traffic Control Tower
concerning the Incident on _____
(Aircraft Identification)

The incident has been stood down at _____

Thank you very much for your kind assistance.



Date _____ Message prepared at _____
(Local time)

Completed by _____
(TFC)

Checked by _____
(ASU/WMR)

Please ring 2910 6822 if message received is incomplete

ATMD
CAD

(3 October 2006)

**18 AERODROME SUPERVISOR (ASU)/
WATCH MANAGER (WMR)****BOMB THREAT****ALERTING LIST****When ATC is the first to receive the bomb threat message**

Name	Telephone No.	Alerted (Local Time)	Additional Information
AVSECO Duty Controller	2183 9074		
C(OS)	2910 6432 or see Current Post Holder List		

Actioned by ASU/WMR :

Signature : _____

Name : _____

Date : _____

ATMD
CAD

(3 October 2006)

**19 AERODROME SUPERVISOR (ASU)/
WATCH MANAGER (WMR)**

BOMB THREAT

ALERTING LIST

When Bomb Threat is Assessed as 'RED'

Name	Telephone No.	Alerted (Local Time)	Additional Information	Stand Down Notified at
C(OS)	2910 6432 or see Current Post Holder List			
SOO(T)	2910 6446 or see Current Post Holder List			
Aeronautical Com Supervisor ACS(ANC)	SPE Direct Line or 2910 6222			

Actioned by ASU/WMR :

Signature : _____

Name : _____

Date : _____

ATMD CAD

(19 April 2007)