

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

**BOMB THREAT**

**ALERTING LIST**

**When Bomb Threat is Assessed as 'AMBER' or 'GREEN'**

<b>Name</b>	<b>Telephone No.</b>	<b>Alerted (Local Time)</b>	<b>Additional Information</b>	<b>Stand Down Notified at *</b>
<b>C(OS)</b>	2910 6432 or see Current Post Holder List			

(\* Not applicable for 'GREEN' assessment)

Actioned by ASU/WMR :

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Date : \_\_\_\_\_

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<b>BOMB THREAT ALERTING FLOW CHART</b>				
<b>21</b>	<b>Duty Staff</b>	<b>Initial Alerting</b>	<b>Primary Alerting</b>	<b>Secondary Alerting</b>
	<b>ASU/WMR</b> When ATC is the first to receive the bomb threat message	AVSECO		
		C(OS)		
	<b>ASU/WMR</b> When Bomb Threat is Assessed as 'RED'	C(OS)	ADG(ATM)	DGCA
			PRO	DDGCA
		SOO(T)	C(TD)	
			C(TE)	
			ADG(APS)	
		ADG(FS)		
	<b>ASU/WMR</b> When threat is not yet assessed or When Bomb Threat is Assessed as 'AMBER' or 'GREEN'	ACS(ANC)	ADG(E&S)	
			C(O&M)	
		C(OS)		

**22 Bomb Threat Report Form**

<b>Bomb Threat Report Form</b>	
✗ or, ✓ as appropriate	
Bomb Threat Against Aircraft	Threat Received By?
Bomb Threat Against Airport Facility	Date / Time Threat Received?
Threat Message :	

If possible ask the caller making the threat the following questions :

Where is the bomb?	
When will it go off?	
What does it look like?	
Why are you doing this?	
Who are you?	

**BACKGROUND DETAILS**

How was the threat received?	By Telephone	By Letter	Other Means (state)
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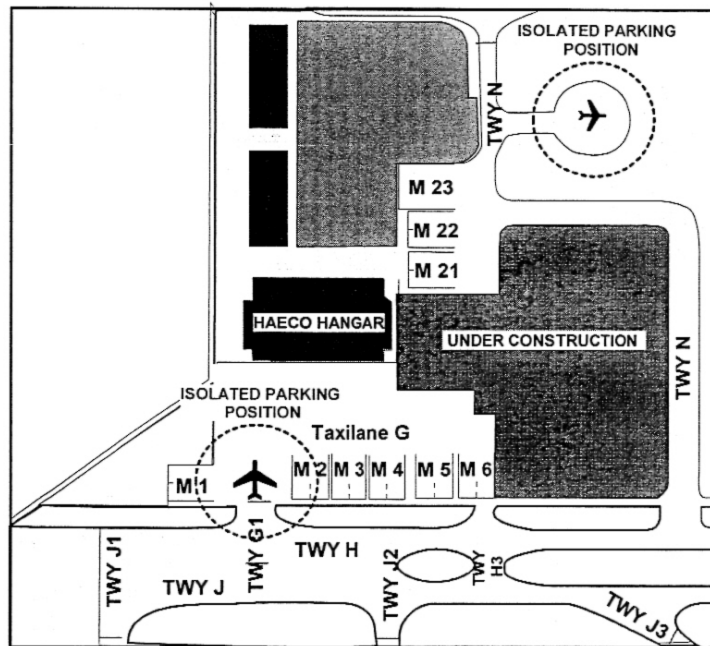
**BACKGROUND DETAILS OF THREAT RECEIVED BY TELEPHONE**

Where was caller telephoning from?	Public Telephone	Mobile Telephone	Don't know
What was the telephone number on which the call was received?			
Where is the telephone on which the call was received, located?			
What is known about the caller?		Approximate Age?	
Male or Female?			
Voice Characteristics		Speech	
		Manner	
		Background Noise	
Loud	Soft	Fast	Slow
High Pitched	Deep	Distinct	Distorted
Rasping	Pleasant	Stutter	Incoherent
Intoxicated	Other	Nasal	Other
		Calm	Angry
		Rational	Irrational
		Coherent	Incoherent
		Deliberate	Emotional
		Quiet	Mixed
		Voices	Aircraft
		Office	Factory
		Machines	Machines
		Laughter	Other

Any Other Information about the call or caller?

<p><b>Bomb Threat Report Form Completed By</b></p> <p>Name : _____</p> <p>Position : _____</p> <p>Organisation : _____</p> <p>Tel. No. : _____</p>	<p><b>Fax Numbers :</b></p> <p>AA Airport Operations Control Centre      2949 0830</p> <p>Airport Police Control Room                2769 4805</p> <p>AA Apron Control Centre                      2910 1107</p> <p>CAD Air Traffic Control                        2910 1177</p>
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**23 Isolated Aircraft Parking Positions**



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## SEARCH AND RESCUE

### 1 Phases of Emergency

#### 1.1 Uncertainty Phase (INCERFA) is declared when :

- a) no communication has been received from an aircraft within a period of thirty minutes after the time a communication should have been received, or from the time an unsuccessful attempt to establish communication with such aircraft was first made, whichever is the earlier, or when
- b) an aircraft fails to arrive within thirty minutes of the estimated time of arrival last notified to or estimated by air traffic services units, whichever is the later,

except when no doubt exists as to the safety of the aircraft and its occupants.

#### 1.2 Alert Phase (ALERFA) is declared when :

- a) following the uncertainty phase, subsequent attempts to establish communication with the aircraft or inquiries to other relevant sources have failed to reveal any news of the aircraft, or when
- b) an aircraft has been cleared to land and fails to land within five minutes of the estimated time of landing and communication has not been reestablished with the aircraft, or when
- c) information has been received which indicates that the operating efficiency of the aircraft has been impaired, but not to the extent that a forced landing is likely,

except when evidence exists that would allay apprehension as to the safety of the aircraft and its occupants, or when

- d) an aircraft is known or believed to be the subject of unlawful interference.

- 1.3 Distress Phase (DETRESFA) is declared when :
- a) following the alert phase further unsuccessful attempts to establish communication with the aircraft and more widespread unsuccessful inquiries point to the probability that the aircraft is in distress, or when
  - b) the fuel on board is considered to be exhausted, or to be insufficient to enable the aircraft to reach safety, or when
  - c) information is received which indicates that the operating efficiency of the aircraft has been impaired to the extent that a forced landing is likely, or when
  - d) information is received or it is reasonably certain that the aircraft is about to make or has made a forced landing.

except when there is reasonable certainty that the aircraft and its occupants are not threatened by grave and imminent danger and do not require immediate assistance.

## **2 ASU/WMR Actions During Emergency Phases**

- 2.1 The ASU/WMR shall take the following actions during various Emergency Phases.
- 2.2 INCERFA
- a) Check flight plan of the subject aircraft for accuracy of routing and timings.
  - b) Receive and evaluate all incoming signals concerning the subject aircraft.
  - c) As appropriate, take alerting action, inform rescue units and other RCCs of the situation as necessary.
- 2.3 ALERFA
- a) Continue with action taken during Uncertainty Phase.
  - b) Check action already taken and take further action where necessary.
  - c) Take alerting action as required and request SAR services to be ready for immediate action.
  - d) Keep a detailed record of all events and actions taken.



**2.4 DETRESFA**

- a) Continue action commenced during the Alert Phase.
- b) Check action already taken, and take further action where necessary.
- c) Assume the role of SAR co-ordinator and put the SAR plan into operation. Direct and co-ordinate the operation until the aircraft is found and the survivors rescued, or until there is a clear indication that the aircraft has crashed and there are no survivors.
- d) Ensure that all details of developments or changing requirements are passed without delay to all participating units and other RCCs.

- 2.5 When an aircraft has crashed on land or in the sea close to land within the Hong Kong Special Administrative Region, and its position is known and no search is necessary, the WMR should consider re-classifying the incident as an Aircraft Accident and acting in accordance with the relevant instructions and procedures.
- 2.6 Guidance material on initial actions during Short Range SAR and Long Range SAR incidents is at Pages 14-21 and 14-22 respectively. Information for the SAR Mission Co-ordinator (SMC) and mounting a SAR mission from the RCC is at pages 14-23 and 14-24 respectively.
- 2.7 ASU/WMR is responsible for ensuring all alerting actions in accordance with the alerting lists specified in pages 14-8 and 14-9 are carried out.
- 2.8 The impact and workload generated during the initial stages of a search and rescue operation can have an overwhelming effect on ATC operations – besides carrying out the alerting procedures, the need to respond to external enquiries and the wide variations in the actions necessitates an organised and systematic approach be adopted.
- 2.9 WMRs are required to make a detailed study of the information available in the RCC to ensure they are well prepared to take over the duties of SMC.

**3 ASU/WMR Actions on Receipt of ELT Signals**

- 3.1 Complete Alerting List as per page 14-11.
- 3.2 Obtain detailed report from aircraft. Use analysis form on page 14-12.
- 3.3 Request other airborne aircraft to listen out on the appropriate frequency and report any receipt of ELT signals.

- 3.4 When the source of ELT signals indicates that an aircraft is in distress, carry out the appropriate SAR actions.
- 3.5 When the source of ELT signals indicates that an aircraft is not involved, inform MRCC of all the actions taken by CAD and then hand over the incident to MRCC; complete page 14-13 and fax it to MRCC.
- 3.6 When the source of ELT signals indicates that a vessel is in distress, render assistance to MRCC in controlling and effecting liaison with the air search elements for the SAR operations.
- 3.7 If the source of ELT signals is outside the Hong Kong FIR but within the Hong Kong maritime SRR, CAD will assist MRCC in relaying messages to and seek assistance from adjacent RCCs, in connection with the SAR operation.

#### **4 FSS Actions**

- 4.1 Once the RCC has been activated, the Flight Services Supervisor shall assign an Air Traffic Flight Services Officer to the RCC to maintain an accurate log of all actions taken and assist in any manner required.

#### **5 Other Actions**

- 5.1 Multifax facility is employed to expedite the dispatch of alert messages via facsimile. The alertee fax numbers have been grouped under the Multifax List No. 205. The Multifax Password 245321 needs to be mentioned for every multifax transmission. See detailed operation of the Multifax on page 9-7.

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**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: 205  
                          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.*

**7 HONG KONG RESCUE CO-ORDINATION CENTRE****FAX ALERT NOTIFICATION**

<b><u>SEARCH AND RESCUE</u></b>	
Date : _____	Time of distress (UTC) : _____
Flight Identification (Flight No. or Aircraft Registration)	: _____
Aircraft Type (Airline Company)	: _____
Nature of Distress	: _____
Total Persons on Board	: _____
Last Known Position (FIX / DR at time)	: _____
Last Contact Time and Frequency	: _____
Point of Departure, Destination	: _____
Fuel Endurance	: _____
Colour / Markings	: _____
Survival Gear	: _____

Please ring 2910 6818 if message received is incomplete.

Actioned by SMC :

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

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**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

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**9 AERODROME SUPERVISOR (ASU)  
OR WATCH MANAGER (WMR)**

**SEARCH AND RESCUE ALERTING LIST**

<b>Name</b>	<b>Telephone No.</b>	<b>Alerted (Local Time)</b>	<b>Additional Information</b>	<b>Stand Down Notified at</b>
<b>C(OS)</b>	2910 6432 or see Current Post Holder List			
<b>SOO(T)</b>	2910 6446 or see Current Post Holder List			

Actioned by ASU/WMR :

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Date : \_\_\_\_\_

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**10 TOWER FSO COMMUNICATION (TFC)  
OR FLIGHT SERVICES SUPERVISOR (FSS)**

**SEARCH AND RESCUE ALERTING LIST**

<b>Name</b>	<b>Telephone No.</b>	<b>Alerted (Local Time)</b>	<b>Additional Information</b>	<b>Stand Down Notified at</b>
<b>GFS</b>	SPE Direct Line or 2305 8301			
<b>MRCC</b>	SPE Direct Line Or 2233 7996			
<b>Marine Police</b>	SPE Direct Line or 2803 6241			
<b>Police HQ CCC</b>	SPE Direct Line or 2860 2400			
<b>Aircraft Operator</b>	See Telephone List			
<b>Aeronautical Com Supervisor ACS(ANC)</b>	SPE Direct Line or 29106222			
<b>HKO</b>	2910 6920			

Actioned by TFC/FSS :

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Date : \_\_\_\_\_

**11 SEARCH AND RESCUE ALERTING FLOW CHART**

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Duty Staff	Initial Alerting	Primary Alerting	Secondary Alerting
ASU or WMR	C(OS)	ADG(ATM)	DGCA DDGCA
	SOO(T)	PRO	
TFC or FSS	GFS	C(TD)	
	MRCC	C(TE)	
	Marine Police		
	Police HQ CCC		
	Aircraft Operator		
	ACS (ANC)		
	HKO		

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(11 January 2007)



**12 Alerting List on Receipt of ELT Signals**

Date : \_\_\_\_\_

Time (local) of first receipt : \_\_\_\_\_

Authority	Contact	Local Time	
1. Take account of all air traffic (including traffic in Flight Information Service airspace)		Task Completion Time	
		TWR :	
		ATCC :	
2. Check with ground based maintenance agencies	GFS : Direct Line HAECO : 2261 5200	Task Completion Time	
3. Contact OFTA RMU for Direction Finding Service to locate ELT signal (Note 1)	2389 5226 or 2389 8131	Task Completion Time	
4. MRCC (use page 14-13 to pass report from aircraft to MRCC)	Direct line or 2233 7996-9 Fax: 2541 7714	Alerted	Stood Down
		OR (Note 2)	
5. Obtain detailed report from aircraft (use page 14-12)			
6. SOO (T)	2910 6446 or 9181 3413	Alerted	Stood Down

Note 1 : OFTA will accord the highest priority to locate the distress signal once detected, OFTA will inform CAD by Fax via 2910 1177 or 2910 1178 indicating the location of the signal source.

Note 2 : Time when this incident is handed over to MRCC : \_\_\_\_\_

Actioned by WMR / ASU

Name : \_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

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<b>13 ANALYSIS OF DISTRESS SIGNAL</b>							
<b>Callsign</b>	<b>Time First Received (UTC)</b>	<b>Position</b>	<b>Altitude</b>	<b>Time Last Received (UTC)</b>	<b>Position</b>	<b>Altitude</b>	<b>Remarks</b>

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<u>CAD EPIRB SIGNAL INFORMATION TO MRCC</u>						
14	Aircraft Flight Identification	Time First Received (UTC)	Position (Lat/Long)	Time Last Received (UTC)	Position (Lat/Long)	Remarks

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