

<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

ATMD  
CAD

(3 October 2006)

## 15. General SAR Responsibilities

- 15.1 Hong Kong is responsible for co-ordinating and contributing to Search and Rescue (SAR) Operations within the FIR.
- 15.2 The Director of Marine is designated the Search Director in respect of SAR operations for ships in distress.
- 15.3 The DGCA is designated the Search Director in respect of aircraft in distress. Hong Kong is bounded by international agreement (ICAO) for the search and rescue of all aircraft within the Hong Kong FIR and CAD is entirely responsible for the conduct of SAR operations.

## 16. Responsibilities of Search Director

- 16.1 The authority of DGCA as Search Director for aircraft in distress is delegated to the WMR or an ATMD SAR qualified officer. They shall ensure that the following action is taken :
  - a) the aeronautical RCC is activated;
  - b) information concerning the incident is collated and evaluated;
  - c) other departments/agencies which may be involved in SAR operations are alerted and any ships or aircraft that may be required are tasked;
  - d) the co-ordination of the SAR operation is initiated and subsequently supervised;
  - e) the extent of the SAR operation is determined;
  - f) where necessary, assistance is promptly sought from the RCC's of other FIR's.

## 17. Rescue Co-ordination Centre Facilities

- 17.1 The Rescue Co-ordination Centre (RCC) is established in Room 629, 6/F ATCX, Hong Kong International Airport, to facilitate the direction and conduct of SAR operations within the HK FIR. In the event of a SAR incident the RCC will be manned by CAD personnel, assisted when available by specialist officers from participating organizations.
- 17.2 Medium range SAR aircraft and vessels are available in Hong Kong. Long range SAR aircraft and vessels from other organizations may be called upon to assist and provide the necessary equipment for extended air or sea searches.

## 18. Alerting the Rescue Organizations

- 18.1 Notification of emergencies and requests for assistance will always be made by or via the WMR. The appropriate ATS Unit will notify the WMR immediately when an aircraft is considered to be in any of the phases of emergency. The WMR should ensure that a request has been made to the aerodrome of departure for a supplementary flight plan.

ATMD  
CAD

(6 November 2006)

- 18.2 Depending to a large extent upon circumstances, and the time available, either the WMR will conduct operations from the RCC should it seem probable that a SAR operation is required, or the ASU will conduct operations from the ASU desk if the aircraft is able to reach the airport, but expected to experience difficulty on landing.

## 19. Responsibilities of SAR Agencies and Departments

- 19.1 The Search Director may call for assistance from the following agencies or departments, whose functions and responsibilities are outlined below. All agencies and departments should maintain close liaison with the Search Director and with each other during a SAR operation.

a) MARINE DEPARTMENT

The Marine Department is responsible for providing search and rescue resources when requested by the Search Director.

b) CIVIL AVIATION DEPARTMENT

The Civil Aviation Department (CAD) will take initial action when ELT/EPIRB signals have been reported in the Hong Kong Aeronautical SRR. After CAD has ensured that all aircraft are accounted for, it will transfer the SAR action in respect of ELT/EPIRB signals to the MRCC. CAD will assist the MRCC in alerting, controlling and liaison with any aircraft which may be deployed in the ensuing SAR operation, under the direction of the MRCC.

c) HONG KONG POLICE FORCE (MARINE REGION)

The Marine Region of the Hong Kong Police Force (HKPF) is responsible for providing the Search Director with launches for SAR operations within Hong Kong waters. Police vessels may also be deployed for operations outside Hong Kong waters, at the request of the Search Director, and with the permission of the Commissioner of Police. The Regional Commander, Marine HKPF, will, when he considers it necessary, or when it has been requested by the SAR Mission Co-ordinator, provide an officer of Inspectorate rank to carry out liaison duties in the RCC, during the course of prolonged SAR operations which include the deployment of marine police launches.

d) GOVERNMENT FLYING SERVICE

The Government Flying Service will provide helicopters and fixed-wing aircraft as requested by the Search Director, to take part in SAR operations.

e) MERCHANT SHIPPING

Merchant vessels operating in the Hong Kong Maritime SRR are obliged to participate in SAR operations within Hong Kong's area of responsibility, when requested by Hong Kong RCC.

## f) FIRE SERVICES DEPARTMENT (FSD)

The Island and Marine Division of the Fire Services Department (FSD), will at the request of the Search Director, provide fireboats for SAR operations within Hong Kong waters. The Search Director will issue directions for the fireboat(s) as required in an SAR operation. The FSD will provide within Hong Kong waters, divers to take part in SAR operations. The FSD hyperbaric chamber will also be made available for the treatment of victims of decompression illness. At the request of the Search Director and with the authorization of the Director of Fire Services, FSD will provide divers and where appropriate launches for operation outside Hong Kong waters.

## g) HOSPITAL AUTHORITY

The Hospital Authority is responsible for providing, in Hong Kong, medical services for survivors who have been rescued during SAR operations.

## h) HONG KONG OBSERVATORY

The Hong Kong Observatory is responsible for providing the RCC with details of past weather conditions and with forecasts of weather conditions in the search area.

## i) IMMIGRATION DEPARTMENT

The Immigration Department is responsible for providing urgent attention and clearance for survivors of foreign nationalities rescued by HK rescue units and subsequently landed in Hong Kong.

## j) PORT HEALTH DEPARTMENT

Port Health doctors will give medical advice to shipping through the MRCC and decide if the patient needs to be evacuated from the vessel for treatment in hospital.

## k) EMERGENCY MONITORING AND SUPPORT CENTRE

In the event of a major, prolonged or very complex SAR operation, the Emergency Monitoring and Support Centre (EMSC) will be activated. EMSC will provide logistical and policy support in accordance with current Security Bureau Circulars, for the front-line SAR organizations that are taking part in the operation.

**20. Involvement by Other RCCs**

- 20.1 If an aircraft in distress within Hong Kong's Area of Responsibility subsequently enters the Area of Responsibility of an adjoining RCC, Hong Kong RCC shall continue co-ordination of SAR operations until it has been notified that responsibility for such co-ordination has been assumed by the RCC whose area the aircraft has entered.
- 20.2 In the event that an emergency phase is declared in respect of an aircraft whose position is unknown, the RCC of the Search and Rescue Region (SRR) in which the aircraft's position was last determined is responsible for initiating SAR action.

ATMD  
CAD

(6 November 2006)

- 20.3 If information is received that an emergency phase exists, and under the provision of para 20.2 above, the responsibility for the initiation of SAR action does not lie with Hong Kong RCC, information regarding the emergency must immediately be passed to the appropriate RCC to take action.

## 21. Other Considerations

- 21.1 In all SAR operations undertaken by Hong Kong RCC, regardless of whether the subject aircraft is civil or military, the responsibility for the co-ordination of all aircraft taking part in the search is vested in the SAR Mission Co-ordinator. However, the operational control of military aircraft is the responsibility of the parent unit.
- 21.2 As all routes terminating in Hong Kong lie for the most part over water, the need for prompt action is stressed, however the extent of the assistance that will be required, and the most appropriate time for action to be taken, will obviously differ in individual cases, and must therefore be left to the initiative of the SAR Mission Co-ordinator.

## 22. Funding of Specialist Salvage and Rescue Provision and Resources

- 22.1 If the On-Scene Commander (OSC) of a SAR operation decides that specialist resources, e.g. heavy lifting equipment, are essential for the efficient conduct of the operation, he will contact the Search Director. The OSC will request the provision of the required resources and will furnish the Search Director with the following information :
- a) full particulars of the incident;
  - b) on scene weather conditions;
  - c) the specialist resource(s) required.
- 22.2 When specialist resources are purchased from the private sector, payment for the services provided will be arranged by the Search Director's department.

## 23. Reception of Survivors

- 23.1 In the case of a major SAR incident, the Secretary for Security, a Deputy Secretary for Security, or a Principal Assistant Secretary for Security, may order EMSC to be activated. EMSC will co-ordinate agencies to provide the following reception facilities:
- a) short-term accommodation for survivors (Housing Department);
  - b) immigration clearance (Immigration Department);
  - c) provision of basic necessities (Social Welfare Department).
- 23.2 Where practicable, reception of survivors should be done in consultation with the carrier, operator or agent of the vessel/aircraft subject to the SAR operation. Once EMSC is activated, the RCC and the HKPF (HQCCC) will be informed immediately.
- 23.3 During incidents in which EMSC is not activated, the RCC should co-ordinate reception facilities in collaboration with the departments named in para 23.1 above.

ATMD  
CAD

(6 November 2006)

## 24. Co-ordination and Control of Air Element of SAR Operations for Ships in Distress

24.1 For the purpose of ensuring the efficient co-ordination and control of the air element for SAR operations for ships in distress, the agreed procedures between CAD and Marine Department are :

- a) **Decision to mount an air search**  
Being the Search Director, the Director of Marine will advise CAD that an air search may be needed and the Search Director will be responsible for initiating an air search.
- b) **Search datum/area and its update**  
The Search Director will be responsible for determining the initial search datum and area to be searched and for updating these as necessary.
- c) **Deployment of SAR aircraft**  
The Search Director will determine on how many aircraft are to be tasked and to organize for the necessary aircrew briefing.
- d) **Control of SAR aircraft**  
CAD will be responsible for the control of SAR aircraft.
- e) **Communication**  
Communication between the Search Director and CAD RCC shall be via the direct line established for this purpose. In the event of a major operation an ATMD officer may be deployed to MRCC to facilitate co-ordination.
- f) **Emergency Beacons**  
As there are many types of emergency beacons, e.g. PLB, SARBE, ELT and EPIRB, for the purpose of communication/co-ordination, the standardized terminology of a 'distress beacon' shall be used.
- g) **Liaison with adjacent ATCCs**  
If an incident happens to be located outside the Hong Kong FIR, but inside the Hong Kong Maritime Search and Rescue Region, CAD would undertake to liaise with the adjacent ATCC for permission for the air search to be carried out therein.

## Appendix 14-A

## • AFTN MESSAGE TEMPLATE

INCERFA / ALERFA / DETRESFA \_\_\_\_\_ UTC  
(YYMMDDHHMM)

PRIORITY		SS
ADDRESSEES		(See Note 1)
DATE TIME GROUP		
ORIGINATOR		VHHKZRZX / VHHHYCYX*
FIELD	TYPE	
3	MESSAGE TYPE	(ALR -
5	DESCRIPTION OF EMERGENCY NATURE OF EMERGENCY IN PLAIN LANGUAGE	INCERFA/ALERFA/DETRSFSA*/ VHHKZRZX
7	AIRCRAFT IDENTIFICATION AND SSR CODE	/A
8	FLIGHT RULES AND TYPE OF FLIGHT	
9	TYPE OF AIRCRAFT AND WAKE TURBULENCE CATEGORY	
10	EQUIPMENT	
13	DEPARTURE AERODROME AND TIME	
15	CRUISING SPEED / LEVEL / ROUTE	
16	DESTINATION AERODROME AND TOTAL ESTIMATED ELAPSED TIME / ALTERNATE AERODROME	
18	OTHER INFORMATION	-REG/ SEL/ -EET/
19	SUPPLEMENTARY INFORMATION	ENDURANCE            POB -E/                            P/ EMERGENCY RADIO UHF    VHF    ELBA R/    U*    V*    E* SURVIVAL EQUIPMENT POLAR    DESERT S/    P*            D* MARITIME    JUNGLE M*            J* JACKETS LIGHT FLUORES UHF    VHF J/    L*            F*    U*    V* DINGHIES CAPACITY COLOUR NUMBER D/                            C

ATMD  
CAD

(6 November 2006)

		AIRCRAFT COLOUR AND MARKINGS A/ REMARKS N/ PILOT-IN-COMMAND C/
20	ALERTING SEARCH AND RESCUE INFORMATION B) OPERATOR C) LAST CONTACT WITH D) TIME OF LAST TWO-WAY CONTACT E) FREQUENCY OF LAST CONTACT F) LAST REPORTED POSITION G) METHOD OF DETERMINING LAST KNOWN POSITION H) ACTION TAKEN BY REPORTING UNIT I) OTHER PERTINENT INFORMATION	(8 LETTER CODE)

- Delete whichever is not applicable

Note 1 For a copy of AFTN message, in ATCC add VHHHZGZA, in RCC add VHHHYCYX



## Appendix 14-B

26 INITIAL CHECKLIST FOR HANDLING  
SHORT RANGE (INSHORE) SEARCH AND RESCUE INCIDENTS

	ITEM	CHECK LIST	ACTION	
PRELIMINARY ACTIONS	Controller Level	1	Preliminary and extended communication check and ascertain status of missing aircraft	
			Radio Failure	
			Ditching	
			Crashed	
			Others (e.g. hijack, transponder failure)	
		2	Try to establish contact with subject aircraft using all available means	
		All operational frequencies		
		121.5 MHz		
		Check with company (request company to try to contact aircraft using ACARS/SATCOM)		
		Check with adjacent ACCs (Macao, Guangzhou, Zhuhai)		
		Check with aircraft in vicinity		
		3	Ascertain serviceability of own equipment	
		Check WMR CMD for any missed alerts on special transponder codes		
		Check serviceability of radar and correct setting of equipment		
		Check selection of primary returns		
		Check serviceability of our radio equipment		
INTERMEDIATE ACTIONS	Supervisor Level	4	Obtain last known position and radar contact	
			Review radar playback (note time/position in LAT/LONG, time/content of the radio contact)	
		5	Monitor SARSAT OCC terminal for genuine ELT signal in the vicinity	
		Note time of next update		
		Counter-check with MRCC if considered necessary		
	Operational Level	6	Divert aircraft in the vicinity to investigate as appropriate	
		7	Arrange SAR rated officer to activate RCC or man Crash Desk in the Tower	
		8	Alert GFS on standby and task out if appropriate for visual/electronic search	
		9	Alert C(OS)	
ALERTING	Supervisor Level	10	Alert SOO(T)	
		11	Request assistance from MRCC as appropriate	
		12	Declare INCERFA/ALERFA/DETRSFSA as appropriate	
		13	Carry out alerting action as per EPM Section 14, Search and Rescue, in particular requesting assistance from MARPOL and FSD if incident position is within close range	
		14	Prepare Upward Reporting Form (available form WMR PC)	

ATMD  
CAD

(6 November 2006)

Appendix 14-C

27

**INITIAL CHECKLIST FOR HANDLING  
LONG RANGE SEARCH AND RESCUE INCIDENTS**

		ITEM	CHECK LIST	ACTION
<b>PRELIMINARY ACTIONS</b>	Controller Level	1	Preliminary and extended communication check and ascertain status of missing aircraft	
			Radio Failure	
			Ditching	
			Crashed	
			Others (e.g. hijack, transponder failure)	
		2	Try to establish contact with subject aircraft using all available means	
			All operational frequencies	
			121.5 MHz	
			SELCAL	
			Check with company (request company to try to contact aircraft using ACARS/SATCOM)	
		3	Check with adjacent ACCs	
			Check with aircraft in vicinity	
			Ascertain serviceability of own equipment	
4	Check WMR CMD for any missed alerts on special transponder codes			
	Check serviceability of radar and correct setting of equipment			
	Check selection of primary returns			
	Check serviceability of our radio equipment			
	Obtain last known position and radar contact			
	Review radar playback (note time/position in LAT/LONG, time/content of the radio contact)			
	Monitor SARSAT OCC terminal for genuine ELT signal in the vicinity			
	Note time of next update			
5	Counter-check with MRCC if considered necessary			
	6	Arrange SAR rated officer to activate ARCC		
Operational Level	7	Alert GFS on standby and task out if appropriate for visual/electronic search		
	8	Alert C(OS)		
<b>ALERTING ACTIONS</b>	Supervisor Level	9	Alert SOO(T)	
		10	Request assistance from MRCC as appropriate	
		11	Declare INCERFA/ALERFA/DETRSFAs as appropriate	
		12	Carry out alerting action as per EPM Section 14, Search and Rescue	
		13	Prepare Upward Reporting Form (available from WMR PC)	

ATMD  
CAD

(6 November 2006)

Appendix 14-D**28 Guidance List for SAR Mission Co-ordinator (SMC)**

28.1 The following aspects should be addressed by the SMC :

1. INCERFA ALERFA DETRESFA
2. Essential SAR Information
3. Extensive Com. Checks, Other Stations
4. SAR Alerting Action
5. SAR Action - In Chinese-claimed Waters (See current Security Bureau Circulars on Air/Sea SAR Operations)
6. Full Scale Search, Open RCC
7. SAR Plots and SRU resource deployment planning
8. Crew Briefing
9. Deployment of SAR Units
10. Sitreps
11. Co-ordinators Hand-over Forms
12. Co-ordinators Daily Reports
13. Crew De-briefing
14. Mission Completed, Stand-down Units
15. Recorder Tapes, Transcripts
16. Full Report
17. Request MARDEP to issue NAVTEX
18. During an SAR mission, if an aircraft accident is confirmed, obtain the manifest from company.

Appendix 14-E**29                    Guidance List When Full Scale Search  
                                 is Coordinated from RCC**

1. R.C.C.                                    Activate the R.C.C. with all available staff.
2. Position                                If no position fix is available, calculate an estimated last position from details on progress strips and/or flight plan.
3. Datum                                  Calculate and plot the datum.    Inform all authorities concerned.
4. Distress Message                    Compile and despatch via AFTN.
5. Logistic                                Arrange aircraft ramp space, transport, accommodation, refreshments, etc.
6. Briefing Forms                        To provide search details for crews.
7. Block Airspace                       Reserve airspace for traffic proceeding to/from search area if considered necessary.
8. NOTAM                                 Issue NOTAM, stating time, area and altitude at which search aircraft will be operating.
9. Crew Briefing                         (a) SAR briefing  
(b) Met. Briefing  
(c) Assign search areas  
(d) Designate On-Scene-Coordinator  
(e) Issue debrief proformas.
10. Crew Debriefing

Appendix 14-F

**30 Essential SAR Information**

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

Time (UTC) of distress : \_\_\_\_\_

Flight Identification (Flight No. or Aircraft Registration)	:	_____
Aircraft Type	:	_____
Nature of distress	:	_____
Total persons on board	:	_____
Last known position (FIX / DR at time)	:	_____
Last contact time and frequency	:	_____
Point of departure, Destination and alternate	:	_____
Endurance	:	_____
Colour / markings	:	_____
Survival gear	:	_____

Actioned by SMC :

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

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


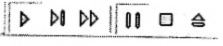




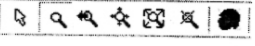

Date : \_\_\_\_\_





- c. Edit the Speed Formula and Divergence Value if required
  - d. Press the Add Search button to include the specified target in the SAR Plan
- Press the "Next 5/5" button to continue after entering all search targets.
8. In the Errors Input dialogue box, enter the errors associated with the target position fixing and navigation by repeating the following steps for each specified target:
    - a. Click on the target displayed in the list.
    - b. Select or edit Initial Position Error (Fix Error, Flight Time, Craft Type, DR Distance, Total Fix Error, Total DR Error) as appropriate
    - c. Edit Safety Error as required
    - d. Edit Drift Error as required
    - e. Press the "Update" button to accept the target errors

Press the "Finish" button to complete the set-up.

#### Simulation of Search and Rescue Plan

9. Press the "Run Model" button  from the toolbar  to start the SAR Plan simulation in slow-time, or press the "Fast Forward" button  to advance the simulation in fast-time.
10. Check for the search target icon  on the map at the Drift Start Position. If any information has been omitted or entered incorrectly, press the "Stop Model" button  and then repeat Steps 4-9 to revise the SAR Plan.
11. Press the "Zoom In" button  from the toolbar  and rescale the map by holding down the left-hand mouse button to drag a rectangular area to zoom into.
12. Press the "Pointer" button  to complete the zoom, or press other zoom buttons to rescale the map.

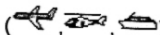



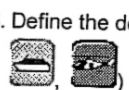
#### Allocation of Search Area

13. Press the "Proceed to SAC Phase" button  from the toolbar .
14. Place the mouse pointer inside the search area and click the left-hand mouse button when the search area is highlighted by red cross-hatch lines.
15. In the Search Area Details dialogue box, select and edit the Weather Conditions:
  - a. Select Sea State
  - b. Enter Wind Speed (kts), Wave Height (ft) and Visibility Distance (nm)

Press the "Next 2/2" button to continue.

16. In the SAC Details dialogues box, select and edit the SRU Details and the Target Details by the following steps:
- In the SRU Details section, press the "Add SRU" button to get the Define Search Rescue Unit dialogue box.
  - In the SRU Identification box, load or create the required SRU in the Name field and select the matching SRU Category by clicking on the down arrow next to the Category box.
  - Specify the SRU Endurance, SRU Properties and Search Pattern/Type.
  - Press the "Select" button to include the current SRU in the SAR Plan.
  - Repeat steps (a-d) if more than one SRU is required.
  - In the Target Details, enter the description of the search target in the Name field and select the Target Type by clicking on the down arrow next to the Target Type box.
  - Specify whether a night search is required by ticking the Night Search check box and select the required Visual Aid.
- Press the "Finish" button to complete the set-up.

#### Deployment of Search and Rescue Units

17. Deploy the SRU in the search area by dragging the icon of the SRU and dropping it in the search area by the following steps:
- In the Allocated SRUs window, place the mouse pointer on the SRU icon () and click the left-hand mouse button to display the "Search Sub Area" icon () on the map. Use "Zoom Out" () or "Zoom Back" () to locate the "Search Sub Area" icon.
  - Place the mouse pointer on the "Search Sub Area" icon, hold the left-hand mouse button and drag the icon onto the search area.
  - Click the right-hand mouse button to confirm the SRU deployment.
  - Repeat steps (a-c) for other SRUs.
18. Define the details of "Search Sub Area" by selecting the required SRU icon () in the "Sub Areas" window by placing the mouse pointer over the icon, pressing the right-hand mouse button, and selecting the "Edit Search" button. Repeat this step for other SRUs.

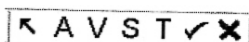
19. Adjust the size of "Search Sub Area" to achieve a POD of 79% or higher by the following steps:

ATMD  
CAD

(6 November 2006)





- a. Press the "Manipulating Sub-Areas" button  from the toolbar




and place the mouse pointer onto the selected

"Search Sub Area".


- b. Press the "Change Area" button  and select "Track Spacing".
- c. Place the mouse pointer onto the boundary of the search sub-area and redraw the sub-area to get the required POD for the selected SRU displayed on the Sub-Areas window.
- d. Place the mouse pointer into the sub-area to move the search sub-area.
- e. Press the "Confirm Changes" button  to accept the change.
- f. Repeat steps (a-e) for other SRUs.



#### Production of Chart and Report



20. Save the SAR Plan by selecting "Save"  from "File"



pull-down menu. Select "OK" when prompted by the system that the file has already been saved.

21. Select "Print"  from "File" pull-down menu to print the map.

22. Select "Report"  from "Results"  pull-down menu to display the Search Plan Information and select "Print" from "File" pull-down menu to print the report.

23. Select "Exit"  from "File" pull-down menu and then select "Yes" when prompted by the system  Do you wish to cancel all active models?

Appendix 14- H**32** **Terms of Reference -  
Manager, RCC  
(SOO(T))**

1. Establish, staffing, equipping, and managing the SAR system;
2. Establish RCC and providing or arranging SAR facilities;
3. Co-ordinate SAR training, and developing SAR policies.

**33** **Terms of Reference -  
SAR Mission Co-ordinator (SMC)**

- 1) Obtain and evaluate all data on the emergency;
- 2) Ascertain the type of emergency equipment carried by the missing or distressed craft;
- 3) Remain informed of prevailing environmental conditions;
- 4) If necessary, ascertain movements and location of vessels and alert shipping in likely search areas for rescue, lookout and/or radio watch on appropriate frequencies to facilitate communications with SAR facilities;
- 5) Plot the area to be searched and decide on the methods and facilities to be used;
- 6) Develop the search action plan (and rescue action plan as appropriate), i.e. allocate search areas, designate the OSC, dispatch SAR facilities and designate on-scene communications frequencies;
- 7) Inform the RCC Manager of the search action plan;
- 8) Co-ordinate the operation with adjacent RCCs when appropriate;
- 9) Arrange briefing and debriefing of SAR personnel;
- 10) Evaluate all reports from any source and modify the search action plan as necessary;
- 11) Arrange for the fuelling of aircraft and, for prolonged search, make arrangements for the accommodation of SAR personnel;
- 12) Arrange for delivery of supplies to sustain survivors;
- 13) Maintain in chronological order an accurate and up-to-date record with a plot, where necessary, of all proceedings;
- 14) Issue progress reports;
- 15) Recommend to the RCC Manager the abandoning or suspending of the search;
- 16) Release SAR facilities when assistance is no longer required;
- 17) Notify accident investigation authorities;
- 18) If applicable, notify the State of registry of the aircraft in accordance with established arrangements; and
- 19) Prepare a final report on the results of the operation.

**34**

**Terms of Reference –  
Aircraft Co-ordinator**

- 1) Co-ordinate the airborne resources in a defined geographical area;
- 2) Maintain flight safety – issue flight information
- 3) Practise flow planning (example : point of entry and point of exit)
- 4) Prioritize and allocate tasks;
- 5) Co-ordinate the coverage of search areas;
- 6) Forward radio messages;
- 7) Make consolidated situation reports (SITREPs) to the SMC and the OSC, as appropriate; and work closely with the OSC.

**CHAPTER 15**

**FIRE AND EVACUATION OF  
ATC COMPLEX OR CONTROL TOWER**

**CONTENT**

1	Introduction .....	15-1
2	WMR/ASU Actions .....	15-1
3	Floor Fire Managers' Actions.....	15-2
4	Evacuation Procedures.....	15-3
5	Evacuation of ATC Complex or Control Tower Alerting Flow Chart.....	15-4

## FIRE AND EVACUATION OF ATC COMPLEX OR CONTROL TOWER

### 1 Introduction

- 1.1 The ATC Complex and the Tower are equipped with an automatic fire detection and suppression system (FDSS). This system will automatically alert the Fire Services Communication Centre (FSCC) and the Airport Authority's Airport Operations Control Centre (AOCC).
- 1.2 Any officer on duty in the ATCC or Tower should use the direct telephone line to notify the FSCC or AFC. AFC has agreed that the North Fire Station will respond to any fire alarm in the ATCX and Control Tower Buildings.
- 1.3 However, anyone seeing a fire in any part of the building should immediately raise the alarm by :
  - a) breaking the nearest fire alarm glass. (Fire alarm switches are located at various points in the building), and
  - b) informing AVSECO Duty Officer at Security Desk (Tel: 2910 6001) or
  - c) informing the Airport Fire Contingent (AFC) via SPE direct line, or
  - d) informing the FSCC via SPE direct line or telephone 999, or
  - e) informing the Floor Fire Manager of the fire's location (see para. 3), or
  - f) informing the Airport Polic via SPE direct line or telephone 2106 7083 , or
  - g) informing the AOCC via the SPE direct line or telephone 2181 8110.

### 2 WMR/ASU Actions

- 2.1 In the event that evacuation of the ATCC or Tower is required, the WMR and/or the ASU should ensure that instructions contained in EPM Part 2 Chapter 16, Activation of Back-up Air Traffic Control Centre and Back-up Control Tower, are followed.

### 3 Floor Fire Managers' Actions

3.1 The relevant Floor Fire Managers for ATMD officers are as follows :

TOWER	ASU	2910 6822, 2910 1022
ATCC	WMR	2910 6821, 2910 1021
4 <sup>th</sup> Floor	EO(ATM)	2910 6468
3 <sup>rd</sup> Floor	A/STO	2910 6383
2 <sup>nd</sup> Floor	SACS(O)	2910 6201 (office hours)
	ACS(ANC)	2910 6222 (outside office hours)
1 <sup>st</sup> Floor	BO	2910 6252 (office hours)
	Duty BA1	2910 6173 (outside office hours)

3.2 Duties of Floor Fire Managers (FFM) include :

- a) Upon hearing the alarm, FFM should check with CFRC/Security Desk (AVSCO duty officer) to obtain details of the fire.
- b) If evacuation is announced, FFM should inform members of every office on the floor and ensure no one is left in any office.
- c) Ensure that all electrical appliances are switched off, except lighting.
- d) Close all windows and doors. **But do not lock doors.**
- e) Ensure that all Smoke Stop Doors are closed.
- f) Divert members of staff to the staircase escape route. **Do not use lifts.**
- g) FFM of ATCC or TWR, after ensuring everybody has left the vicinity and all doors have been closed, he/she shall then leave the place, closing the doors behind him/her and activate the FM200 manual release button.
- h) Ensure that no one is trapped inside lifts. If anyone is found trapped inside a lift car and unable to escape, inform the Fire Services immediately upon their arrival.
- i) Check for missing staff members of your floor. Any person unaccounted for must be reported to the Fire Services Officers as soon as possible. Remain in the Congregation Area for further instruction.
- j) Carry out further actions in accordance with Emergency Procedures for Fire Incidents in the ATCX/TWR as required.
- k) Remain Calm. Attract attention for help if you are in difficulty.

ATMD  
CAD

(1 July 2006)

- 3.3 Upon the arrival of the Fire Services, the FFM should inform the Fire Services Officer of the location of the fire and/or other details concerning the building.

#### **4 Evacuation Procedures**

- 4.1 In the event of an evacuation, staff should :
- a) Lock away all valuables and confidential / restricted documents, and try to turn off any unnecessary electrical equipment except lighting, if it is safe to do so.
  - b) If you are the last one leaving the room, close the door behind you. If the room is FM200 protected and the room is on fire, activate the manual release button of the FM200 system. If the room is NOT on fire, put the FM200 system to "AUTO" mode after closing the door.
  - c) Evacuate from the building orderly through the nearest staircase, assemble at the designated assembly point and report to the designated Fire Floor Manager of your organization or his deputy.
  - d) Carry nothing larger than a brief case.
  - e) Do not use lifts.
  - f) Walk, do not run.
  - g) Be considerate and avoid panic.
  - h) Close all doors when leaving, but do not lock.
  - i) Do not re-enter the premises unless advised by Fire Services personnel.

<b>5 EVACUATION OF ATC COMPLEX OR CONTROL TOWER ALERTING FLOW CHART</b>			
<b>Duty Staff</b>	<b>Initial Alerting</b>	<b>Primary Alerting</b>	<b>Secondary Alerting</b>
	C(OS)	ADG(ATM)	DGCA
		PRO	DDGCA
ASU or WMR	CFRC		
	ACS(ANC)	HKO	
		AAHK AOCC	
		EMSD	