

C.4. EMT Checklist

EMERGENCY MANAGEMENT TEAM CHECKLIST			
No.	Item can be delegated as required	Time	Initials
1.	Proceed to EMC and confirm all EMT are notified.		
2.	Notify GCAA and other transport authorities.		
3.	Obtain brief from Operations Control.		
4.	From the appropriate managers, obtain any potentially significant information regarding:		
	a. Security issues		
	b. Flight crew facts, experience, certificates, training records (simulator/line & SEP) medical, personal files, photographs		
	c. Tech log status/serviceability status technical history		
	d. Dangerous goods being carried		
5.	Activate Crisis Management Services Provider (Go Crisis)		
6.	Notify the authority in whose jurisdiction the incident/accident occurred.		
7.	Communicate information regarding dangerous goods to the accident site (investigators, authorities or police as appropriate).		
8.	Consider FACTS, reliability of information, worst/best case scenarios, probable cause(s), consequences, possibility of other ADA aircraft encountering same problem(s).		
9.	Establish condition and location of crew and escorts and ensure their welfare.		
10.	Ensure incident/accident file is opened.		
11.	Update media/PR and co-ordinate press releases, ensuring if we are operating for another carrier, their press department is liaised with.		
12.	Notify customer.		
13.	Nominate accident site team, and advise intentions and preparations to be made.		
14.	Ensure next of kin contacted using appropriate channels.		
15.	Contact insurers and legal advisors.		
16.	Contact aircraft manufacturer.		
17.	Communicate with local authorities and accident investigators.		
18.	Schedule regular briefings and updates.		
19.	Log the reasons leading to every decision.		
20.	Do not allow cleaners to remove unwanted paperwork. All documentation even scribbled notes may be required by the authorities.		
21.	Take copies of all relevant documents and obtain signed receipts if any original taken by any authority.		
22.	Ensure safe and secure operation continues.		
23.	Facilitate a formal debrief and critique once the emergency (or rehearsal) is over and improve plan/checklist as necessary.		
24.	Consider welfare of the EMT Note: Fatigue hampers absorption of information and understanding, prioritisation and decision making. It is vital the EMT Director anticipates/monitors the welfare of the team and especially his own and takes timely action.		