C.14. Security Manager Checklist

No	Item	Time	Initials
	SECURITY MANAGER CHECKLIST		
1	Acknowledge callout and proceed to EMC, do not call for information.		
2	Be prepared to execute the administrator's checklist until someone more suitable arrives.		
3	Provide immediate advice on security implications and issues as necessary; determine any specialist that may be required (e.g. negotiators in the event of a hijacking).		
4	Ensure the HQ entrance is kept locked at all times, only permit entrance to ADA employees and GCAA officials.		
5	Develop security plan for incident site if required.		
6	Determine need for additional security to cover company sites, facilities or personnel.		
7	Liaise with police or defence forces.		
8	Ensure privacy of EMC.		
9	Ensure security at next of kin if applicable.		
10	Assess security requirements for relevant documentation.		