APPENDIX D - Family Assistance Team Roles, Checklists, and Forms

D.1. Family Assistance Coordinator Checklist (FAC)

	FAMILY ASSISTANCE CENTRE COORDINATOR CHECKLIST		
No	**Item**	**Time**	**Initials**
1.	Attend briefing and maintain liaison with the Human Resource Director/Supervisor at the EMC.		
2.	Confirm with EMT that Crisis Management Service Provider (Go Crisis) has been activated. Obtain Go Crisis FAC lead contact details.		
3.	Oversee (management, setup and maintain) aspects of the Family Assistance Centre (FAC) as instructed by EMT and in accordance with ERP Chpter 5.		
4.	Monitor (and control when required) all on site functions related to personnel, employee assistance, administration etc. as they relate to humanitarian issues only.		
5.	Attend briefing and maintain liaison with the Human Resource Director at EMT.		
6.	Ensure communications are maintained with EMT.		
7.	Provide family members with timely situation briefings and attend all family briefings.		
8.	Unless governed by law / local custom, liaise with local authorities to not release the victim's name list unless the Next-of-Kin has been notified first.		
9.	Participate in daily coordination meetings with the FAST members to review daily activities, resolve problem areas and to synchronise future family support operations and activities.		
10.	Monitor (and control when required) the recovery and disposition of victims', Company and other property coordinators.		
11.	Maintain resources at SCR, CRC and FAC for as long as required by EMT.		
12.	Monitor the efficient handling of the deceased.		

Remarks:

Note: Turn-over this document after completion including other related documents (i.e. active logs, etc) to the EMC Administrator

End of Checklist

Name and Signature:		Date:	