E.4. Initial Actions Checklist - Accident / Serious Incident

No	Item	Time	Initial
	Initial Actions Checklist - Accident / Serious Incident		
1.	Alert ADA Accountable Manager (AM) Responsibility: ADA Representative / Operations Remarks: NIL		
2.	Notify ADA Operations Control Centre Responsibility: ADA Representative / Operations Remarks: +971-25051228 /opscontrol@ada.ae		
3.	Inform Director of Flight Operations Responsibility: ADA Operations Control Remarks: NIL		
4.	Inform Safety Department / Safety Director Responsibility: ADA Operations / Safety Focal Remarks: NIL		
5.	Alert Relevant Chief Pilot / DOO Responsibility: ADA Operations Remarks: NIL		
6.	Activate Emergency Response Team (EMT) Responsibility: AM / SD Remarks: NIL		
7.	Notify and coordinate with local authority / consulate / ground agent Responsibility: ADA Representative Remarks: NIL		
8.	Notify Host Nation AVSEC or Police if required Responsibility: ADA Local Rep / Handler Remarks: NIL		
9.	Begin Log of Events and Recordings (Appendix.B.6) Responsibility: ADA Safety / Operations Remarks: Timestamp, actions, decisions		
10.	Cascade Call-Out Activation Responsibility: EMC Admin Support Remarks: If escalation is required		