

### C.15. Security Manager Checklist

<b>SECURITY MANAGER CHECKLIST</b>			
<b>No</b>	<b>Item</b>	<b>Time</b>	<b>Initials</b>
1	Acknowledge callout and proceed to EMC, do not call for information.		
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.		
Remarks:			
<p><b>Note:</b> Turn-over this document after completion including other related documents (i.e. active logs, etc) to the EMC Administrator</p>			
End of Checklist			
Name and Signature:		Date:	

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