

C.16. Human Resources Manager Checklist

HUMAN RESOURCES MANAGER CHECKLIST			
No	Item	Time	Initials
1.	Acknowledge callout and proceed to EMC, do not call for information.		
2.	Keep a comprehensive log of own activities in order to brief to Emergency Management Chairman when he arrives.		
3.	Attend all Emergency Management Chairman's briefings.		
4.	Obtain the Human Resources Records of personnel on board the affected aircraft.		
5.	Facilitate the effective functioning of the FAC as per instructions and guidance from EMT.		
6.	Liaise funeral services with the Ground Operations Manager.		
7.	Arrange counselling services as required.		
8.	Arrange accommodation for air crew and employees involved in the emergency situation.		
9.	Communicate necessary information to employees.		
10.	Obtain HR records of air crew involved in the accident.		

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:	

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