C.6. Safety Director Checklist

No	SAFETY DIRECTOR CHECKLIST		
	Item	Time	Initials
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.	Assume the role of Emergency Management Chairman (GM) during his absence.		
4.	Activate Crisis Management Service Provider (Go Crisis)		
5.	Keep a comprehensive log of own activities in order to brief to emergency director when he arrives.		
6.	Attend all Emergency Directors' briefings.		
7.	Contact the authorities, e.g. GCAA, Airport, DOT, etc.		
8.	Contact customer representatives.		
9.	Develop safety plan for incident site if required.		
10.	Liaise with police or defence forces.		
11.	Ensure privacy of EMC.		
12.	Represent Abu Dhabi Aviation as required in respect to any investigation, if illegal act has caused the incident.		
13.	Refer to CAAP 22 and CAR-AIR OPS (ERP) provisions to validate response steps and ensure regulatory alignment.		