

C.5. Accountable Manager Checklist

ACCOUNTABLE MANAGER CHECKLIST			
No	Item	Time	Initials
1.	Verify details of the emergency.		
2.	Determine whether it will be necessary to activate/open the Emergency Management Centre.		
3.	Activate Crisis Management Services Provider (Go Crisis) through the Safety Director if required.		
4.	Convene a conference call with the representatives responsible for responding to public emergency.		
5.	Initiate a conference call with the airport(s) involved in the emergency.		
6.	Monitor and ensure effective operation of the Emergency Management Centre.		
7.	Monitor developments and advise top management as often as required.		
8.	Work along with the Safety Director and delegate task to the appropriate Emergency Team Member		
Note: Turn-over this document after completion including other related documents (i.e. active logs, etc) to the EMC Administrator			
Emergency Management Centre (Chairman) Responsibility Delegated to _____			
FST leader (internal) delegated to _____			
FST leader (external-on incident Site) delegated to _____			
Remarks:			
End of Checklist			
Name and Signature:		Date:	

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