B.6. Initial Call to Operations (Bomb Threat/Hijack)

INCIDENT ☐ ACCIDENT ☐ BOMB THREAT ☐ HIJACK ☐

No.	INITIAL CALL TO OPERATIONS		
	INITIAL CALL TO OCC	Date/Time	Initials
1.	On receiving a call, complete either the INCIDENT/ACCIDENT or BOMB THREAT/ HIJACK in the following: **Note:** Keep the telephone line open if possible.		
2.	Log time and precise details of all calls made and received about the incident.		
3.	Call Director of Operations control or his designated alternate. Brief him on the situation. **Note:** Do not give information to anyone other than Abu Dhabi Aviation Senior Managers.		
4.	Await instructions from Director of Operations.		
5.	**If you are instructed to activate call-out:** a. Use OCC mobile telephone to send the Emergency SMS text to the Emergency Management Team. b. The message is **"PROCEED IMMEDIATELY TO ADA HQ. ACKNOWLEDGE NOW"**. c. The mobile telephone contains a group called EMT. d. Do not send any other information.		
6.	Make note of acknowledgements.		
7.	Telephone any EMT members that do not acknowledge within 2 minutes. Do not discuss details.		
8.	Contact should be made with oil company's operations (if applicable) so that they can initiate their own emergency procedures.		

Remarks:

End of Checklist			
Name and Signature:		Date:	