

**Appendix B**  
**Activation of ERP and Emergency Operations Center (EOC)**

**1. Decision Tree for Determining Whether to Activate EOC (Performed by EOD)**  
**DECISION TREE FOR FLIGHT INCIDENT**

Scenario **NOTE: Facts must meet ALL three listed criteria.** All decision criteria are to be based on **POSITIVE VERIFICATION** of the facts. If any facts are in question, contact the reporter and verify.

<b>A</b>	Injuries to Crew and/or Passengers REQUIRE HOSPITALIZATION	<b>ACTIVATE EOC</b>	<b>Initiate Activation of the EOC</b>
	Damage to Aircraft is classified as SUBSTANTIAL or DESTROYED		
	Incident occurred AWAY from the airport of departure or arrival		
<b>B</b>	Injuries to Crew and/or Passengers require EMERGENCY ROOM TREATMENT ONLY. (NOT Major)	<b>EVALUATE before activation</b>	<b>Consult with other Senior Company Officers to Determine Next Steps</b>
	Damage to Aircraft is classified as MINOR or UNKNOWN		
	Incident occurred ON the airport of departure or arrival		
<b>C</b>	Injuries to Crew and/or Passengers treated on-site by EMS personnel	<b>Do NOT Activate</b>	<b>Go to DLA Policies and Procedures Manual (Part 5, Sect. F) for Next Steps</b>
	Damage to Aircraft is classified as MINOR		
	Incident occurred ON the airport or departure or arrival		

**DECISION TREE FOR GROUND INCIDENT**

**Scenario**

**NOTE: Facts must meet ALL listed criteria. All decision criteria are to be based on POSITIVE VERIFICATION of the facts. If any facts are in question, contact the reporter and verify.**

<b>A</b>	Injuries to DLA Personnel and/or Customer REQUIRE HOSPITALIZATION	<b>ACTIVATE EOC</b>	<b>Initiate Activation of the EOC</b>
	Damage to GSE / Vehicle or FACILITY is classified as SUBSTANTIAL or higher		
	Incident occurred away from local area (KVNY)		
	Incident involved Hazmat spill OR fire OR natural disaster affecting operations		
<b>B</b>	Injuries to DLA Personnel and/or Customers Necessitate Emergency Room Only (NOT Major)	<b>EVALUATE before activation</b>	<b>Consult with other Senior Company Officers to Determine Next Steps</b>
	Damage to GSE / Vehicle or Facility classified as MINOR or UNKNOWN		
	Incident occurred at/or near airport		
<b>C</b>	Injuries to DLA Personnel and/or Customers (if any) are treated on-site by EMS personnel as required	<b>Do NOT Activate</b>	<b>Go to DLA Policies and Procedures Manual (Part 5, Sect. F) for Next Steps</b>
	Damage to GSE / Vehicle or Facility classified as MINOR		
	Incident occurred at / or near airport		

**2 After Activating the EOC (To be performed by EOD)**

Date / Time	Item
	1. Verify that all Key Group personnel have been notified – <b>APPENDIX A</b>
	2. In required, notify Go-Team personnel that they are being ALERTED to their potential deployment to an off-site accident site.
	3. Verify location and condition of all affected Flight Crew and Passengers (e.g., Name of Hospital or Treatment Center)
	4. Locate / Contact local RESCUS & FIREFIGHTING (“REF”) on-site commander to relay and/or confirm details.
	5. Review overall incident status and assess resource needs. Determine if alternates are required.
	6. Coordinate the assignment of EOC roles with the Director of Operations and President (or his designee). Prepare to brief all EOC team members.
	7. Distribute CHECKLISTS to each EOC team member. Review and Coordinate each EOC team member’s next steps (as per Checklists)