

## Checklist 02 -President

### President’s Roles and Responsibilities

The President, or his designee, will report to the Emergency Operations Center as soon as practical to provide support to the response efforts. If the President does NOT assume the EOD role, he will fully coordinate with and cooperate with the EOD.

The President will assist the EOD in contacting next of kin to provide initial notifications on the condition of crew members and passengers. In coordination with the EOC team, the President may issue statements locally at the Dreamline Aviation, LLC offices. The President will also serve as alternate to the Emergency Operations Director (“EOD”).

### Immediate

Date / Time	ITEM
	Review President’s EOC Roles and Responsibilities (above)
	Confer with Reporter / Evaluate Report of Incident / Accident to help determine Status of Emergency (3.2)
	a. <b>Form 563 Incident Report</b> or <b>Form 562 Aircraft Accident Verification Form</b>
	Confirm that an Emergency Operations Director (EOD) is in place – or assume this role until relieved
	a. (See Senior Company Official (SCO) table 2.2)
	Communicate with Staff that an Incident or Accident has occurred
	Direct staff to their prescribed posts and duties for an EMERGENCY situation
	Proceed directly to the Emergency Operations Center (if required)

### Intermediate

Date / Time	ITEM
	Verify that Chief Pilot has contacted and briefed all Flight Crew and Flight Coordinators on the situation and has alerted them to be prepared to assist in response.
	Review GOM, Vol.1, Section 13 and Section 14 (Emergency Procedures and Accident Notification)
	Review Communication (media) Guidelines (3.3)
	Contact pertinent Aircraft Owner(s) (3.3.7)
	Contact Insurance Broker and Insurance Underwriter
	a. Joseph Braunstein MARSH INSURANCE – (267) 258-4926 Cell. / (212) 345-0088 Office
	b. Vanessa Solonga – (213) 590-4038
	c. POLICY: <b>UA00011195AV18A</b>
	Proceed directly to the Emergency Operations Center (if required)
	Communicate with each Company (Department) Supervisors on the status of the Emergency
	Coordinate with EOD on communicating with Media a SHORT, FACTUAL STATEMENT (3.3.2) <b>Daily News: (818) 713-3000</b>

# DREAMLINE AVIATION, LLC

Emergency Response Plan  
Checklist 02: PRESIDENT

Revision: 6  
Date: 1/13/22

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## Ongoing

Date / Time	ITEM
	Coordinate with and provide support for Emergency Operations Director
	Maintain communication with Company (Department) Supervisors on status of Emergency
	Maintain communication with pertinent Aircraft owner(s)
	Maintain communication with Media, updating as needed, the status of the Emergency
	Maintain communication with Insurance broker and underwriter
	Supervise staff, shift times, and schedules
	Cooperate with EOD in communicating with / meeting with Next of Kin