

## Checklist 01 -Emergency Operations Director (EOD)

### EOC Roles and Responsibilities

The Emergency Operations Director (EOD) will serve as overall supervisor for a Dreamline Aviation, LLC emergency response. The EOD will direct the operations of the Emergency Operations Center (EOC) and supervise all EOC team members (See “Organization Chart” 2.1) The EOD, in cooperation with the President, will make the initial notifications to the families of crew members and passengers.

### Immediate

Date / Time	ITEM
	Review EODs EOC Roles and Responsibilities (above)
	Confer with Reporter / Evaluate Report of Incident / Accident to help determine Status of Emergency (3.2). <b>Note: This may be done in cooperation with President and/or Director of Safety.</b>
	a. <b>Form 563 Incident Report</b> or <b>Form 562 Aircraft Accident Verification Form</b>
	<b>If not already done, notify FIRE and POLICE – Dial 911</b>
	Designate “Runner(s) as per 2.5 – These should NOT be prospective EOC department managers.
	Notify Director of Safety of the Emergency
	Assess situation and establish immediate priorities with regard to:
	a. Passengers and crewmembers of the affected aircraft
	b. Aircraft location and condition
	c. The Public and the Media
	Initiate Emergency Operations Center – or Delegate to:
	a. Establish best location for EOC (Blue Cube or Signature Guest Lounge)
	b. Assign Switchboard Operators ( <b>See 2.6</b> ), If needed, assign Guest Table and Pilot Station phones to incoming “Charter” call group. ( <b>See table at 2.6.3</b> )
	c. Notify EOC department leaders to initiate their “checklist” duties and then report, as soon as possible to the Emergency Operations Center location.
	d. Proceed directly to the Emergency Operations Center (when first able). If unable, appoint the most senior EOC department leader to proceed to the EOC and direct its “set up”.

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## Intermediate

Date / Time	ITEM
	Verify that all EOC personnel have been notified and are in position or in phone contact.
	Verify that all Go Team personnel have been notified to prepare for deployment to the accident site. See 2.7
	Brief all EOC leaders on the Emergency and Dreamline's Response
	Fill-in and maintain an Event Log
	<b>Notify FAA</b> – POI – Britt Boutin (818) 904-6291 ext. 221 <b>Notify FAA</b> – PMI – Bruce Borden (818) 904-6291 <b>Notify NTSB (202) 314-6000</b>
	Review GOM Vol. 1, Sections 13 and 14
	Verify that all Go Team personnel have been notified to prepare for deployment to the accident site.
	Brief all EOC leaders on the Emergency and Dreamline's Response
	Direct DOM, Chief Pilot, and Flight Sales to Segregate and Secure Maintenance and Operational Records as per 3.5 above.
	<b>Notify FAA</b> – POI – Britt Boutin (818) 904-6291 ext. 221 <b>Notify FAA</b> – PMI – Bruce Borden (818) 904-6291 <b>Notify NTSB (202) 314-6000 (Main) / (310) 380-5660 (Gardena)</b>
	Obtain and Verify Crew and Passenger manifest. Obtain list of Next of Kin names, relationship with kin, and contact information
	If required, deploy the Go Team to the accident location – Coordinate with Finance Contact and Flight Coordinator to schedule flights, obtain ground transportation, book hotel rooms, etc.
	Review overall accident / incident status and assess resources needed.
	Verify that Family Assistant Coordinator and Finance Coordinator have made provisions for passenger / crewmember family assembly at the location, hotel reservations, etc.
	Initiate (or delegate to Chief Pilot) drug and alcohol testing . Review GOM Vol. 1, Section 9 and DLA Drug/Alcohol Program (Tag/AMS, Inc) Rev. 2013.
	Notify Attorneys – Steve Hofer (AEROLEX) (310) 392-5200

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## Ongoing

Date / Time	ITEM
	Establish conference call schedule between EOC and accident site (if away from Base).
	Ensure that all planning meetings with EOC leaders are scheduled as needed
	Maintain supervision and implementation of Dreamline's Emergency Response Plan and authorize deviations from the plan as needed.
	Coordinate Dreamline EOC activities with the outside Incident Commander, NTSB, FAA, etc.
	Approve, as necessary, additional resources needed
	Communicate the status of Dreamline's Emergency efforts with all concerned personnel (family, staff, Media, etc.)
	Authorize demobilization of EOC teams and equipment as appropriate
	Appoint alternates from Dreamline's staff to provide coverage during rest periods and additional "shifts"
	Review NTSB reporting requirements as per 49 CFR 830
	Maintain regular communication with Insurance broker and underwriter
	Maintain regular communication with Aircraft Owner(s)

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