

Checklist 04 -Flight Coordinator(s)

Flight Coordinator(s) Roles and Responsibilities

Flight Coordinator (FC) is responsible for maintaining all information regarding a flight and must be prepared to receive the initial report of any accident, confirming the report and alerting all affected DLA Emergency Response Team members. Flight Coordinator, working with Chief Pilot (CP), will also document and secure any and all information concerning the flight such as weather en- route, flight plans, weight and balance, crew and passenger manifest, etc.

The Flight Coordinator will serve as the initial point of contact for the CP and will assist with making sure that crewmember families are kept properly informed as to the findings of the accident investigation and other actions as the investigation continues.

Immediate

Date / Time	ITEM
	Review Flight Coordinator responsibilities (above)
	Upon receiving a report of an accident involving a DLA aircraft, attempt to verify that an accident has occurred. Use Form 562 Aircraft Accident Verification Form.
	Notify the Director of Operations, Director of Safety, CP, and/or President. Obtain authorization to activate the DLA Emergency Response Plan.
	Upon authorization, begin notifying DLA management (SCO) as found in 2.2 above and Appendix A

Intermediate

Date / Time	ITEM
	Gather all notes, quote requests, correspondence, signed paperwork, flight-following and other documentation pertaining to the flight.
	Obtain and distribute Trip Sheet(s) from the aircraft event to all Go-Team members. Email to Go Team members and fax copies to the Go Team hotel.
	Contact the Family Assistance Coordinator (appointed by EOD) to determine total number of family members who wish to travel to the accident site.
	Contact hotel(s) or other accommodations near accident site to reserve accommodations for crewmembers, passengers, Go-Team members, and family members.
	Coordinate ground transportations that may be required for Go-Team members, crewmembers, passengers, and family members.
	Coordinate with EOD or any immediate logistical needs for Go-Team members, crewmembers, passengers, and family members.
	Establish shipping requirements to the event location (supply line)
	With the CP, begin process of gathering all related records, including (but not limited to):
	a. Crew training history records
	b. Training program information
	c. General Operations Manuals and Company Procedures Manuals
	d. Trip information (Trip Pack)
	e. Weather information at the site
	f. Handling Service (confirmations and local contact information)
	g. Find Google Earth image of accident site and print ten (10) copies in color (B/W, if no color printer is available)

DREAMLINE AVIATION, LLC

Emergency Response Plan
Checklist 04: FLIGHT COORDINATORS

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Ongoing

Date / Time	ITEM
	Continue coordination with Family Assistance Team, Go-Team, and EOC members in ongoing accident / incident logistics support.
	Participate in accident / incident response planning meetings as required