

## Checklist - Chief Pilot

### Chief Pilot Roles and Responsibilities

The Chief Pilot (“CP”) acts as the source of flight operations information for the Company. The CP ensures that applicable pilot logs and training records required by the FAA and NTSB are located and secured. Additionally, as required by the FAA, the CP will verify the passenger manifest and crew names. An accurate list is essential before notification of next-of-kin is initiated. After hours, the on-call Flight Coordinator will be responsible for securing the passenger and crew list and providing it to the CP.

The flight crew (PIC / SIC) will brief passengers on the necessary procedures in the event of in-flight emergency per DLA **GOM Section 13 parts 1.1, 1.2 , 1.3**. Assist, as able, all passengers in evacuating the aircraft and notifying DLA Flight Coordinator / Management as soon as possible. Cooperate & assist with first responders and investigators.

**This checklist is intended for use by the Chief Pilot & Emergency Operations Center staff to ensure Flight Crew have taken all necessary actions.**

### Immediate

Date / Time	ITEM
	Review Chief Pilot responsibilities (above)
	Ensure that Flight Crew have verified that all passengers have been evacuated and accounted for
	Assess situation with DO and establish immediate priorities with regard to
	a. Passengers' and crewmembers' condition
	b. Aircraft location and condition
	c. Ensure all involved persons receive required medical attention ( <b>contact 911</b> )
	Verify notifications to DLA offices have been sent and acknowledged

### Intermediate

Date / Time	ITEM
	Obtain list of all occupants on board. Note the severity of injuries.
	Note the time and location of accident. Note weather conditions.
	Obtain names, addresses, and phone numbers of witnesses
	Ensure flight crew photograph the damage. Include photos of the surrounding area as well.
	If applicable, have flight crew draw a diagram of the scene.
	Ensure flight crew have established controlled access to the aircraft
	If practicable, have crewmember cover the Tail Number of the aircraft.
	Secure records (logs) and equipment from the aircraft. (FDR, FMS, Data, Cockpit Voice Recorder) [Ref DLA GOM Section 14]
	CP should assist with crewmember statement(s) at the earliest possible time (when crewmember(s) are physically and mentally able)
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# DREAMLINE AVIATION, LLC

Emergency Response Plan  
Checklist 06: CHIEF PILOT

Revision: Original  
Date: 10/15/18

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	Contact all DLA Flight Crew / Flight Coordinators and prepare briefing. Include:
	a. Aircraft and personnel involved.
	b. Location and local weather conditions.
	c. Timeline of events as known
	d. Alert staff who may need to be available to assist in the response.

## Ongoing

Date / Time	ITEM
	Ensure flight crew stay at site as long as possible or until advised otherwise.
	Keep all concerned people informed of accident / incident status
	Coordinate with EOD, Director of Operations, and President