



**OPERATIONAL DEMONSTRATIONS**  
**EMERGENCY RESPONSE MANUAL/PLAN**  
**APPROVAL CHECKLIST**

**Operator:** ..... **Date:** .....

Topics	A	U	Remarks
General/Preface			
Amendment Record			
List of Effective Pages			
Record of revisions			
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Terms and Definitions			
Topics	A	U	Remarks
1. Coordination of Emergency Plan with: a. Aerodrome Plan b. National Emergency Plan c. Other agencies			
2. Coordinator: a. Designation b. Checklist i. Time of Notification ii. Company communications iii. Personnel Assignments iv. Response v. Other actions taken			
3. Emergency Response Training a. Nature of Emergencies b. Actions of disturbed individuals c. General types of reactions to be expected d. Other responses			
4. Handling of Inquiries a. Telephone enquiries b. Information to public media			
5. Holding Area a. Designation of a holding area for uninjured b. Designation of a company representative for holding area c. Use of Emergency Kit			
6. Company Emergency Response Centre a. Designation of members b. Formation of Response group i. Coordinator ii. Receptionist(s) iii. Registrar(s) iv. Welfare coordinator c. Authority and responsibility d. Activation and deactivation			
7. Mutual Assistance programme with other agencies			



Topics		A	U	Remarks
8. Emergency Kit a. Location b. Content i. Writing Pads, Pens, and Pencils etc. ii. Name tags to identify passengers who have been processed ii. Forms (a) Name, address, and home telephone number of passenger; (b) Name and telephone number of person to be notified of passenger's condition; (c) Arrangement requests of passenger (i.e. future flight, hotel, transportation, etc.); and (d) Where person can be contacted during the next 72 hours. c. Telephone numbers i. Doctors ii. Hotels iii. Linguists iv. Caterer v. reservations offices vi. Ambulance/Hospitals vii. Taxicab viii. Emergency telephone numbers to be disseminated on radio and television				
<b>OVERALL RESULT:</b>	<b>Satisfactory:</b>		<b>INSPECTOR'S SIGNATURE:</b>	
	<b>Unsatisfactory:</b>			

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