



# Establishing an Emergency Response Plan

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# Questions you need to ask

- Do you have a written plan already?
- Does it include a worst case scenario?
- Does it cover from normal operations to emergency to normal operations?
- Identify key personnel and their responsibilities?
- Accounts for personnel and passengers?
- Identify other agencies?
- Integrates with the AEP

# Existing Emergency Plan

- Does your plan take into account the size, nature and complexity of your organization?
  - Who is in charge?
  - Who makes the phone calls to the emergency people?
  - Who calls the CEO or family?



# Emergency Plan Coverage

- Does it address all possible or likely emergency/crises scenarios?
  - Hangar fire
  - Maintenance accident
- Worst case scenario?
  - Aircraft crash



# During the crises

- Does it cover the ability to continue safe operations while the emergency is happening
  - You may have a crash of one aircraft but you still need to make sure you have the personnel to assist the other flights.



# Record of Drills or exercises

- This does not have to be like a school drill where everyone musters in the parking lot.



# Coordinating with others

- Does you plan coordinate with other organizations?
  - Fire Department
  - Police
  - BDF
  - Coast Guard
  - Airport Emergency Plan



# ERP Process

- Communications with relevant external organizations and employees





# ERP Process for Review

- Do you have a procedure to review and update your ERP



# Accountability

- Do you have a process to account for your employees and passengers.

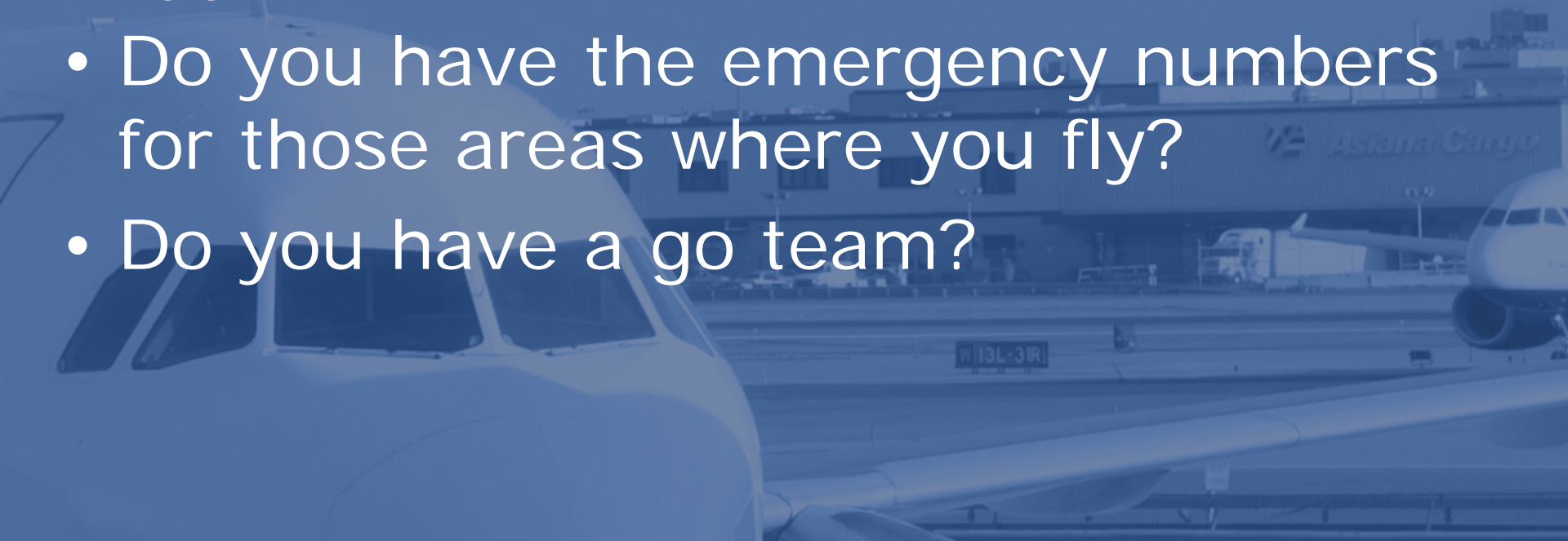


# Example: Fire

- Do you have your employees trained in using the Fire Extenguisher
- Do you have a copy of that training in their file
- Do you have a place to muster so you can account for your employees
- Have you worked with the Fire Department and Ambulance for such an emergency

# Aircraft Crash

- Do you have a process of knowing where the location of the aircraft is or is there a plan to know where the approximate location is?
- Do you have the emergency numbers for those areas where you fly?
- Do you have a go team?



# Things to think about

- Securing the area
- Making sure everyone does not show up for the emergency
- If you are asking your employees to do something, example: fight a fire. Do they have the training? First aid training? Do you have the training records.
- Have you coordinated with other agencies

# Things to think about

- Do you have a plan so that during an emergency, your other operations are still functioning safely
- How does your plan work with the AEP or your fellow companies.



# Contacts on your plan

- Make sure the contacts cover the area you are in or fly in
  - Fire
  - Ambulance
  - BDF
  - Police
  - Coast Guard



# Questions

