

EMERGENCY RESPONSE PLANNING (ERP) CHECKLIST

Operator's Name :

1. Check 'S' column if you reviewed the record, procedure or event and it is 'Satisfactory'.
2. Check 'U' column if you reviewed the record, procedure or event and it is 'Unsatisfactory'.
3. Check NS (not seen) column if you did not review the record, procedure or event or you do not have adequate information to make a valid comment.
4. Check NA (not applicable) column, if the line item is not required in this particular situation.

INFORMATION PROVIDED			
1. Introduction			
1.1	An Emergency Response Plan (ERP) outlines in writing what should be done after an accident or aviation crisis and who is responsible for each action. In different product and service providers, such emergency planning may be known by different terms such as Contingency Plan, Crisis Management Plan, Continuing Airworthiness Support Plan, etc. The generic term emergency response plan (ERP) is used to address the relevant contingency plans expected of aviation service providers whose product/service may have an impact on aviation safety.		
1.2	Where there is a possibility of an organization's aviation operations or activities being compromised by other crisis or emergencies originating from external sources, such as a public health emergency/pandemic, these scenarios should also be addressed in its aviation ERP as appropriate. Hence, an ERP is essentially an integral component of an organization's safety risk management procedure to address all possible safety or quality related emergency, crisis or event that its product or services could contribute to or be associated with. The ERP should address all possible/ likely scenarios and have appropriate mitigating actions or processes put in place so that the organization, its customers, the public and/ or the industry at large may have a better level of safety assurance as well as service continuity.		
1.3	An emergency response plan (ERP) provides the basis for a systematic approach to managing the organization's affairs in the aftermath of a significant unplanned event — in the worst case, a major accident.		
1.4	The purpose of an emergency response plan is to ensure: <ul style="list-style-type: none"> a) delegation of emergency authority; b) assignment of emergency responsibilities; c) documentation of emergency procedures and processes; d) coordination of emergency efforts internally and with external parties; e) safe continuation of essential operations, while the crisis is being managed; f) proactive identification of all possible emergency events/ scenarios and their corresponding mitigation actions; etc. 		
2.0	ERP DESIGN		
	DESIGN	S U NS NA	REMARKS
2.1	To be effective, an ERP should: <ul style="list-style-type: none"> a) be appropriate to the size, nature and complexity of the organization; b) be readily accessible to all relevant personnel and other organizations where applicable; c) include checklists and procedures relevant to different or specific emergency situations; d) have quick reference contact details of relevant personnel; e) be regularly tested through exercises; 		

EMERGENCY RESPONSE PLAN (ERP) CHECKLIST

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	f) periodically reviewed and updated when details change, etc.		
3.0	ERP CONTENTS		
	CONTENTS	S U N/S N/A	REMARKS
3.1	An emergency response plan (ERP) would normally be documented in the format of a manual. It should set out the responsibilities and roles and actions for the various agencies and personnel involved in dealing with specific emergencies. An ERP should take account of such considerations as:		
	a) Governing policies. The ERP should provide direction for responding to emergencies, such as governing laws and regulations for investigations, agreements with local authorities, company policies and priorities.		
	b) Organization. The ERP should outline management's intentions with respect to the responding organizations by:		
	1) designating who will lead and who will be assigned to the response teams;		
	2) defining the roles and responsibilities of personnel assigned to the response teams;		
	3) clarifying the reporting lines of authority;		
	4) setting up an emergency management center (EMC);		
3.2	5) establishing procedures for receiving a large number of requests for information, especially during the first few days after a major accident;		
	6) designating the corporate spokesperson for dealing with the media;		
	7) defining what resources will be available, including financial authorities for immediate activities;		
	8) designating the company representative to any formal investigations undertaken by CCAA officials;		
	9) defining a call-out plan for key personnel.		
	An organizational chart could be used to show organizational functions and communication relationships.		
3.3	c) Notifications. The plan should specify who in the organization should be notified of an emergency, who will make external notifications and by what means. The notification needs of the following should be considered:		
	1) management;		
	2) CCAA authorities (search and rescue, the regulatory authority, the accident investigation board, etc.);		
	3) local emergency response services (aerodrome authorities, fire fighters, police, ambulance, medical agencies, etc.);		

EMERGENCY RESPONSE PLAN (ERP) CHECKLIST

DSA.AOC.CHKL.081



	4) relatives of victims (a sensitive issue that, in many States, is handled by the police);		
	5) company personnel;		
	6) media; and		
	7) legal, accounting, insurers, etc.		
3.4	d) Initial response. Depending on the circumstances, an initial response team may be dispatched to the accident or crisis site to augment local resources and oversee the organization's interests. Factors to be considered for such a team include: 1) Who should lead the initial response team?		
	2) Who should be included on the initial response team?		
	3) Who should speak for the organization at the accident site?		
	4) What would be required by way of special equipment, clothing, documentation, transportation, accommodation, etc.?		
3.5	e) Additional assistance. Employees with appropriate training and experience can provide useful support during the preparation, exercising and updating of an organization's ERP. Their expertise may be useful in planning and executing such tasks as: 1) acting as passengers or customers in exercises;		
	2) handling survivors or external parties;		
	3) dealing with next of kin, authorities, etc.		
3.6	f) Emergency management center (EMC). An EMC (normally on standby mode) may be established at the organization's headquarters once the activation criteria have been met. In addition, a command post (CP) may be established at or near the crisis site. The ERP should address how the following requirements are to be met: 1) staffing (perhaps for 24 hours a day, 7 days per week, during the initial response period);		
	2) communications equipment (telephones, facsimile, Internet, etc.);		
	3) documentation requirements, maintenance of emergency activity logs;		
	4) impounding related company records;		
	5) office furnishings and supplies; and		
	6) reference documents (such as emergency response checklists and procedures, company manuals, aerodrome emergency plans and telephone lists).		

EMERGENCY RESPONSE PLAN (ERP) CHECKLIST

DSA.AOC.CHKL.081



	The services of a crisis center may be contracted from an airline or other specialist organization to look after the service provider's interests in a crisis away from home base. Company personnel would normally supplement such a contracted center as soon as possible.		
3.7	<p>g) Records. In addition to the organization's need to maintain logs of events and activities, the organization will also be required to provide information to any State investigation team. The ERP should address the following types of information required by investigators:</p> <p>1) all relevant records about the product or service concerned;</p>		
	2) lists of points of contact and any personnel associated with the occurrence;		
	3) notes of any interviews (and statements) with anyone associated with the event;		
	4) any photographic or other evidence.		
3.8	<p>h) Accident site. For a major accident, representatives from many jurisdictions have legitimate reasons for accessing the site: for example, police; fire fighters; medics; aerodrome authorities; coroners (medical examining officers) to deal with fatalities; State accident investigators; relief agencies such as the Red Cross and even the media. Although coordination of the activities of these stakeholders is the responsibility of the State's police and/or investigating authority, the service provider should clarify the following aspects of activities at the accident site:</p> <p>1) nominating a senior company representative at the accident site if: — at home base; — away from home base; — offshore or in a foreign State;</p>		
	2) management of surviving victims;		
	3) the needs of the relatives of victims;		
	4) security of the wreckage;		
	5) handling of human remains and personal property of the deceased;		
	6) preservation of evidence;		
	7) provision of assistance (as required) to the investigation authorities;		
	8) removal and disposal of the wreckage; etc.		

EMERGENCY RESPONSE PLAN (ERP) CHECKLIST

DSA.AOC.CHKL.081



3.9	i) News media. How the company responds to the media may affect how well the company recovers from the event. Clear direction is required regarding, for example: 1) what information is protected by statute (FDR data, CVR and ATC recordings, witness statements, etc.);		
	2) who may speak on behalf of the parent organization at head office and at the accident site (public relations manager, chief executive officer or other senior executive, manager, owner);		
	3) prepared statements for immediate response to media queries;		
	4) what information may be released (what should be avoided);		
	5) the timing and content of the company's initial statement;		
	6) provisions for regular updates to the media.		
3.10	j) Formal investigations. Guidance for company personnel dealing with State accident investigators and police should be provided.		
3.11	k) Family assistance. The ERP should also include guidance on the organization's approach to assisting crisis victims or customer organizations. This guidance may include such things as: 1) State requirements for the provision of assistance services;		
	2) travel and accommodation arrangements to visit the crisis site;		
	3) programme coordinator and point(s) of contact for victims/customers;		
	4) provision of up-to-date information;		
	5) temporary assistance to victims or customers. Note — ICAO Circular 285, Guidance on Assistance to Aircraft Accident Victims and their Families, provides further guidance on this subject.		
3.12	l) Post-occurrence review. Direction should be provided to ensure that, following the emergency, key personnel carry out a full debrief and record all significant lessons learned which may result in amendments to the ERP and associated procedures.		

