



## **HONG KONG AVIATION CLUB**

### **Emergency Response Plan**

#### **Volume 1**

Copy No. ....

**Issued under authority of the Accountable Manager for and on behalf of  
The Hong Kong Aviation Club**

  
.....  
**(Giles Haybittle – Accountable Manager)**

**AL1: 26 November 2020**

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### Document Amendment Record

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## Glossary of Abbreviations

<b>AAIA</b>	Air Accident Investigation Authority
<b>CAD</b>	Civil Aviation Department
<b>ECL</b>	Emergency Contact List
<b>EPD</b>	Environmental Protection Department
<b>EOC</b>	Emergency Operations Centre
<b>EOD</b>	Emergency Operations Director
<b>ERT</b>	Emergency Response Team
<b>ERP</b>	Emergency Response Plan
<b>GC</b>	General Committee
<b>HKAC</b>	Hong Kong Aviation Club
<b>ICAO</b>	International Civil Aviation Organisation
<b>OSR</b>	On-Site Representative
<b>SMS</b>	Safety Management System
<b>SRB</b>	Safety Review Board



## Amendments

Future changes to the manual will adopt the following format:

- Manual overhaul or major changes will result in a change in the first digit of the version # **(X.1.1)**. These changes require immediate re-distribution of the Manual to all interested parties.
- Changes in a policy or procedure will result in changes in the second digit **(1.X.1)**. These updates will result in the distribution of a summary of changes cover letter with a listing of revised pages and the revised pages themselves to all interested parties.
- Changes to the third digit **(1.1.X)** represent only minor changes or updates such as typographical or grammatical changes and do not require any re-issuance of the document.

This document was generated by The Hong Kong Aviation Club (HKAC). Distribution to any persons outside of The HKAC and its affiliates is strictly prohibited.

The SMS Manager of HKAC has the authority to maintain and update the contents of this manual as he/she sees fit.

## Documentation

As part of the Safety Management System, The HKAC will maintain the most current versions of all relevant, and applicable national and international regulations applicable to the Safety Management System.



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## **Distribution List**

- #1 – Accountable Manager
- #2 – SMS Manager
- #3 – General Manager
- #4 – Club President
- #5 – Aircraft Maintenance Manager
- #6 – CAD
- #7 – Operations Library Kai Tak
- #8 – Operations Library Shek Kong



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## **Section 1**

### **1.0 Introduction**

This manual provides guidelines and procedures for members of staff in the event of an accident or serious incident involving a Club aircraft. By creating a step by step procedure, it removes some of the potential for human error that is prone to occur in an emergency/heated situation. As it is not possible to cover all eventualities, the responsibility remains with senior management to exercise initiative, flexibility, and common sense in reacting to events and circumstances surrounding an accident or serious incident.

The HKAC will cooperate fully with any Government or Regulatory Authority with respect to any aviation investigation, consistent with the protection of legal rights of its personnel and Club members.

It is understood that the release of any information associated with an accident/serious incident should not be actioned until the content has been verified and agreed by the Emergency Response Team (ERT). Premature inaccurate information or inadvertent comments taken out of context are likely to result in the creation of negative attitudes which may conceivably lead to subsequent legal exposure.

As part of training and recurrency it is the Emergency Operations Director's (EOD) responsibility to run the Emergency Response Plan (ERP) as a table top read or full drill at least once every year in order to ensure associated parties remain well versed in the steps to be taken in the event of a real situation.

The SMS Manager is responsible for ensuring the plan remains current with the help of the SRB by completing an annual review or more often as is deemed necessary. Accidents and Serious Incidents are defined in the Operations Manual Section 7 and repeated in Section 3 of the ERP.

### **1.1 Activation of the ERP**

The first member of staff to be notified about an accident should reach for the nearest ERP folder and start by completing the Accident Verification Form in Appendix A. The next step is to contact a key member of the ERT starting with the EOD. Contact names and numbers will be sealed and attached to the ERP folder. If he/she is not contactable the Emergency Callout List (ECL) should be followed in order, until contact is made with one of the names listed and the responsibility of the next steps will then be passed to that person.

Before proceeding to make contact with the rest of the ERT, consideration for additional verification should be made from the initial source to confirm the precise details of the accident at that time. It is then the responsibility of the ERT member to decide whether the Emergency Operations Centre (EOC) should be activated by calling in all members of the response team.

The SMS Manager is responsible for updating the ECL any time a member of the team or their details change.



## 1.2 The Emergency Operations Centre (EOC)

The primary location to establish the EOC will be Flight Operations at either Shek Kong or Kai Tak, whichever makes more logistical sense on the day and can also be moved from one location to another. Both locations will be equipped with the following:

- Phone lines
- Computers
- Internet Access
- Copy/Print/Fax Machine
- ERP Manual Copies
- Emergency Response Pack

The ERT will use this location as a base to convene for as long as is necessary following an Accident/Serious Incident. The ERT is made up of the following:

- EOD
- Flight Operations Representative
- Maintenance Representative
- On-Site Representative
- Risk management Representative
- Public Relations & Next of Kin Representative

Each role above will have a nominated staff/club member along with a deputy listed with contact details in a sealed envelope and included with every copy of the ERP.

In addition to the ERT the HKAC also uses the services of some third-party vendors that may have to be contacted and include:

- Insurance Representative – AJG International – WanXin Lee
- Legal Representative – Holman Fenwick Willan – Vivien Wong
- Aircraft Manufacturer – Cessna, Extra, Robinson, Cabri, Airbus
- Engine Manufacturer - Lycoming, Pratt & Whitney

## 1.3 Emergency Response Plan – Flow Chart

Appendix B shows charts to be followed in the event of an accident or overdue aircraft. Copies of these will be situated throughout the operation both at Kai Tak and Shek Kong.

## 1.4 Communication

It is the responsibility of each individual to record all forms of communication using the Communications Log shown in Appendix C and will be attached to every ERP.



## **1.5 Master Checklist**

Appendix E shows the Master Checklist that contains the main items to be completed in the event of an Accident/Serious Incident

## **1.6 ERT – Roles and Responsibilities**

### **1.6.1 Emergency Operations Director**

In charge of the ERT and holds the responsibility for deciding whether the EOC should be activated once the emergency in questions has been verified. He/she will follow Appendix F and is responsible for:

- Ensuring that all Club and regulatory policies and procedures are followed
- Seeking advice from all club representatives and third-party vendors to ensure informed decisions are made

### **1.6.2 Flight Operations Representative**

Reports to the EOD, he/she will follow Appendix G and is responsible for:

- The retrieval and safe keeping of all pilot licenses, logbooks and flight plans
- Confirmed list of the aircraft manifest
- Working with the Risk Management representative when providing information to the insurer

### **1.6.3 Maintenance Representative**

Reports to the EOD, he/she will follow Appendix H and is responsible for:

- Securing all relevant aircraft documents that may be required by the CAD
- Answering any aircraft maintenance or technical questions
- Working with the Risk Management representative when providing information to the insurer

### **1.6.4 On-Site Representative (OSR)**

Reports to the EOD and is in charge of representing the HKAC at the event site. He/she will follow Appendix I and is responsible for:

- Transporting the Emergency Response Pack to site
- Representing the HKAC and providing accurate information to the authorities
- Communication with the EOD providing continual updates
- Working with the authorities to retrieve any personal belongings
- Working with the Risk Management representative when providing information to the insurer



### **1.6.5 Risk Management Representative**

Reports to the EOD, he/she will follow Appendix J and is responsible for:

- Communicating with the insurer and through the flight ops & maintenance representative provide all information related to people on board and aircraft/engine information
- Liaising with the insurer concerning the wreckage and settlement claims where applicable.
- Liaising with the authorities when it comes time to move the wreckage
- Liaising with the Environmental Protection Department (EPD) regarding site clearance and the disposal of any toxic spills

### **1.6.6 Public Relations and Next of Kin Representative**

Reports to the EOD, he/she will follow Appendix K and is responsible for:

- Ensuring that any information given either verbally or written concerning the situation is factual and is in accordance with the club's position at that time
- Handling all media inquiries
- The release of information concerning the status of the people on board to the next of kin with regular updates
- Communicating with the authorities concerning any fatalities

### **1.7 Media Statements**

The EOD, insurance and legal representatives will all be consulted when it becomes an appropriate time to release a statement to the media. All statements will be approved by the President or Vice President of the HKAC prior to release and will be given by the Public Relations and Next of Kin Representative.



## **Section 2**

### **2.0 On Site Representative Guidelines**

#### **2.1 Arrival on Site**

If the authorities do not reach the site prior to the OSR, he/she will make a call to ensure they are on their way and in the meantime try to prevent any disturbance to the site or injuries to third parties.

#### **2.2 Site Assessment**

As soon as possible the following information should be gathered and forwarded to the EOD:

- Aircraft Type
- Aircraft Registration
- Date, time and exact location of the accident
- Extent of the damage
- Passenger numbers and injuries/deaths (including third parties)
- Property damage (including 3<sup>rd</sup> party)
- Preservation measures for the wreckage
- Primary HKAC contact when communicating with the Air Accident Investigation Authority

#### **2.3 Identifying Victims**

The OSR will provide support to the coroner and authorities when it comes to identifying the remains of any deceased victims. This may include the relay of information from the Next of Kin Representative who will be in contact with the families.

The location of the victims will be monitored and communicated to the EOD.

#### **2.4 Injured Survivors**

An assessment and prognosis from the emergency services will be sought and relayed to the EOD and Next of Kin Representative where possible.

#### **2.5 Site Analysis**

While it is the responsibility of the AAIA investigator to write the official accident report the OSR will also complete an analysis for the HKAC using ICAO Annex 13 as a guide.

With the permission of the authority as many details and photographs will be taken and then past to the EOD and the SMS Manager for processing and safe keeping.

#### **2.6 Emergency Response Pack**

The contents of the Emergency Response Pack can be found in Appendix D.



## Section 3

### 3.0 Accident/Serious Incident Definitions

#### 3.1 Accident

An accident is an occurrence associated with the operation of an aircraft that takes place after the time any person boards the aircraft with the intention of flight and no later than the time all persons who boarded with that intention have disembarked, if applicable, in which—

- (a) A person is fatally or seriously injured as described in paragraph (2);
- (b) The aircraft sustains structural failure or damage as described in paragraph (3); or
- (c) The aircraft is missing or is completely inaccessible.

(1) For paragraph (1)(a) —

- (a) The death or injury must result from the person's—
  - (i) Being in the aircraft;
  - (ii) Direct contact with any part of the aircraft, including parts that have become detached from the aircraft; or
  - (iii) Direct exposure to jet blast;
- (b) The death or injury must not be from a natural cause, self-inflicted or inflicted by another person; and
- (c) The person must not be a stowaway hiding outside the areas normally available to the passengers and crew.

(2) For paragraph (1)(b), the failure or damage must—

- (a) Adversely affect the structural strength, performance or flight characteristics of the aircraft;
- (b) Be such as would normally require major repair or replacement of the affected component; and
- (c) Be none of the following—
  - (i) Engine failure or damage that is limited to a single engine (including its cowlings or accessories);
  - (ii) Damage that is limited to propellers, wing tips, antennas, probes, vanes, tires, brakes, wheels, fairings, panels, landing gear doors, windscreens or the aircraft skin (such as small dents or puncture holes);
  - (iii) Minor damage to main rotor blades, tail rotor blades, landing gear, or resulting from hail or bird strike (including holes in the radome).

#### 3.2 Serious Incident

- (a) Is associated with the operation of an aircraft involving circumstances indicating that there was a high probability of an accident; and
- (b) Takes place after the time any person boards the aircraft with the intention of flight and no later than the time all persons who boarded with that intention have disembarked.





Appendix A

**ACCIDENT VERIFICATION FORM**

Name of HKAC Representative: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_

1. Name of Caller	2. Contact Number

3. How did they hear about the accident or were they a witness?

4. Time of Accident	5. Location of Accident

6. Colour of the Aircraft	7. Tail Number

8. Extent of the Damage?

9. Known Injuries or Fatalities

10. Has 999 Been Called?	11. If Yes Has Anyone Arrived On-Site and Who?

12. Any Other Useful Information?



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## Appendix B

# HKAC EMERGENCY RESPONSE PLAN

## ACCIDENT/SERIOUS INCIDENT

In the event of an accident/serious incident the Pilot in Command should action the ERP by completing the following steps. If he/she is incapacitated the first member of the Hong Kong Aviation Club to be notified will take the responsibility.

- Confirm that aircraft has had an accident or a serious incident has occurred
  - Dial 999 and relay all known information including 'light aircraft', number and names of persons on board, aircraft status, location, time & number of potential injuries.
  - Contact Air Traffic Control
  - Contact Air Accident Investigation Authority
  - Contact PLA's ATC (If accident in Shek Kong)
  - Contact the Accountable Manager
  - Contact the President of the HKAC
  - Contact the Chief Flight Instructor (H/A)
  - Contact Engineering Manager
  - Consider a "STOP ALL FLIGHTS" action with an immediate return to Shek Kong
  - Track all forms of communication by using the Communications Log – Annex C
  - Secure all aircraft logs and manuals for the aircraft in question
  - Avoid any communication with non-members until facts have been confirmed and a statement has been agreed by the General Committee
- } Emergency Contacts List-Annex A

1. Once the runway at Shek Kong is safe to land, allow other aircraft to land
2. If diverting airborne aircraft to CLK, fuel quantities must first be assessed



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Appendix B Continued...

## HKAC EMERGENCY RESPONSE PLAN

### AIRCRAFT OVERDUE

In the event of an overdue aircraft the ERP should be actioned by completing the following steps:

- Contact with the aircraft should be attempted via radio
  - Advise other airborne club aircraft to try and make contact with the overdue aircraft and where available supply the last ADS-B recorded location.
  - Inform Air Traffic Control on 2488 1659 or 2910 1658 that an aircraft is overdue and ask them to relay the message via airborne aircraft around Hong Kong to try and make contact
  - Contact the Accountable Manager
  - Contact the Chief Flight Instructor (H/A)
  - Contact the Aircraft Maintenance Manager
- } Emergency Contacts List-Annex A
- Track all forms of communication by using the Comms Log form
  - Avoid any communication with non-members until facts have been confirmed and a statement has been agreed by the General Committee
  - If an Accident or Serious Incident is suspected the steps of the Accident/Serious Incident procedure must then be followed.

**An aircraft is considered to be “Overdue” whenever it exceeds its ETA by more than 15 minutes**



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**Appendix C**

**COMMUNICATIONS LOG**

Any and all forms of communication in connection with the incident/accident must be recorded on this form:

HKAC Representative \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_

Call From/to \_\_\_\_\_

Key Points of Conversation

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HKAC Representative \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_

Call From/to \_\_\_\_\_

Key Points of Conversation

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HKAC Representative \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_

Call From/to \_\_\_\_\_

Key Points of Conversation

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HKAC Representative \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_

Call From/to \_\_\_\_\_

Key Points of Conversation

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HKAC Representative \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_

Call From/to \_\_\_\_\_

Key Points of Conversation

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HKAC Representative \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_

Call From/to \_\_\_\_\_

Key Points of Conversation

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## Appendix D

### **Emergency Response Pack**

A pack to be kept in Flight Operations at both Kai Tak and Shek Kong (2 in total) to be maintained by the SMS Manager and to contain the following:

- Face Masks (x 4)
- Safety Goggles (x 4)
- Industrial Gloves (x 4)
- Hearing Protection (x 1 box)
- Fluorescent Safety Vests (x 4)
- Disposable safety suits (x 4)
- Disposable Gloves (x 1 box)
- Tarpaulin
- First Aid Kit (x1)
- Umbrellas (x4)
- Torch (x4)
- Cordoning tape
- Sanitizing gel and wipes
- Insect repellent
- Sunscreen
- Bottled Water (x4)
- Assortment of stationary



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## Appendix E

### MASTER CHECKLIST

1. Team Member	2. Time Line	3. Action Required
First Point of Contact	Prompt	Complete Accident Verification Form
First Point of Contact	Prompt	Contact the EOD (Emergency Contact List)
EOD	Prompt	If the EOC is to be activated contact the members of the ERT and request they start to follow their ERP checklists ASAP
EOD	Prompt	Confirm names and emergency contacts for all people on board
EOD	First Hour	In person or remote briefing with the OSR and decision on whether to go direct to site
Next of Kin Representative	First Hour & Ongoing	Once accurate information is obtained, inform the next of kin and then continue to provide real time updates
EOD	First Hour	Confirm authorities have arrived on site and the location has been secured
Flight Ops & Maintenance Representatives	First Hour	Retrieve and secure all pilot and aircraft documents
Public Relations Representative	First Hour/ Ongoing	Develop a media statement that is approved by the President/Vice President of the GC in readiness for its release at the appropriate time
EOD, Risk Management Representative,	First Hour	<p><u>Notification of the following</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> AAIA</li> <li><input type="checkbox"/> CAD</li> <li><input type="checkbox"/> Legal Representative</li> <li><input type="checkbox"/> Insurers</li> <li><input type="checkbox"/> Owners of the aircraft (if different from HKAC)</li> <li><input type="checkbox"/> Aircraft manufacturer</li> <li><input type="checkbox"/> Engine manufacturer</li> </ul>
EOD	Next Few Hours	Track location and obtain updates for all surviving victims of the accident (where applicable)
Next of Kin Coordinator	Next Few Hours	On standby to assist with victim identification and survivor support as necessary
EOD	Short Term/ Ongoing	Be prepared to help organize support services for any club or staff member who have been exposed to traumatic stress.
EOD	Short Term	<p><u>Completion of:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Master Checklist</li> <li><input type="checkbox"/> Representatives have completed his/her checklists.</li> </ul>
EOD	Short Term	The Deactivation of the Emergency Operations Centre.



Risk Management Representative	Short Term	Coordinate the removal of the aircraft wreckage with AAIA, CAD and insurer.
Risk Management Representative	Short Term	Coordinate site cleanup of and hazardous materials or fluids with the EPD.
SMS Manager	Long Term	Complete a review of the ERP and make any necessary additions/changes.
EOD	Long Term	Organise a complete debrief with the clubs GC



## Appendix F

### EOD CHECKLIST

1. Task Complete	2. Time Line	3. Action Required
Complete <input type="checkbox"/> Time _____ Date _____	Prompt	Call 999 and verify that Emergency Services have been called and are either on their way or are on site
Complete <input type="checkbox"/> Time _____ Date _____	Prompt	Decide on the activation of the EOC and contact the ERT (fill roles where assigned team members are absent)
Complete <input type="checkbox"/> Time _____ Date _____	Prompt	Confirm accident details – location and people on board
Complete <input type="checkbox"/> Time _____ Date _____	Prompt	Ensure all fields of the Accident Verification Form have been completed correctly
Complete <input type="checkbox"/> Time _____ Date _____	Prompt	Discuss all known details with the ERT and ensure all members are in possession of their checklists
Complete <input type="checkbox"/> Time _____ Date _____	First Hour	Notify the AAIA and the CAD
Complete <input type="checkbox"/> Time _____ Date _____	First Few Hours	Confirm the status of the people on board the aircraft
Complete <input type="checkbox"/> Time _____ Date _____	First Few Hours	Confirm whether there are any ground victims and if so direct the Next of Kin Representative to investigate and deal with the matters as they arise
Complete <input type="checkbox"/> Time _____ Date _____	First Few Hours	Work with the OSR for transportation to the site including the Emergency Response Pack
Complete <input type="checkbox"/> Time _____ Date _____	≥ First Hour	Discuss a media statement with the PR Representative to be approved by the President/Vice President of the GC in readiness for its release at the appropriate time
Complete <input type="checkbox"/> Time _____ Date _____	Next Few Hours	Depending on the situation and time of day, create a roster for the staff to ensure the EOC is manned until it is no longer required



Complete <input type="checkbox"/> Time _____ Date _____	Ongoing	Monitor the progress of the team's checklists
Complete <input type="checkbox"/> Time _____ Date _____	Next Few Hours	Verify all parties associated with the accident and their next of kin are receiving the correct support
Complete <input type="checkbox"/> Time _____ Date _____	Next Few Hours	At an appropriate time, confirm that all checklists are complete, nothing more can be achieved and then deactivate the EOC
Complete <input type="checkbox"/> Time _____ Date _____	Ongoing	Oversee the Club's analysis on the event and provide support as necessary
Complete <input type="checkbox"/> Time _____ Date _____	Short Term	Ensure that any items from the Emergency Response Pack are replaced
Complete <input type="checkbox"/> Time _____ Date _____	Ongoing	Timely communication with the authorities until all reports are finalised
Complete <input type="checkbox"/> Time _____ Date _____	After the event	Evaluation of the event and the Club's response considering whether there are any improvements/alterations can be made to improve efficiency



## Appendix G

### FLIGHT OPERATIONS REPRESENTATIVE CHECKLIST

1. Task Complete	2. Time Line	3. Action Required
Complete <input type="checkbox"/> Time _____ Date _____	Prompt	Report to the EOC
Complete <input type="checkbox"/> Time _____ Date _____	Prompt	Provide the passenger manifest for all persons on board the aircraft in question
Complete <input type="checkbox"/> Time _____ Date _____	First Hour	Collect and secure the following documents: <ul style="list-style-type: none"> <li><input type="checkbox"/> Flight Authorisation Log</li> <li><input type="checkbox"/> Weight and Balance</li> <li><input type="checkbox"/> Operations Manual</li> <li><input type="checkbox"/> Flight Plan</li> <li><input type="checkbox"/> Any recorded meteorological information for the time of the accident</li> <li><input type="checkbox"/> Member File</li> </ul>
Complete <input type="checkbox"/> Time _____ Date _____	First Hour	Support the Risk Management Representative in supplying all required details to the Insurers
Complete <input type="checkbox"/> Time _____ Date _____	First Hour & Ongoing	Provide support to the ERT as required



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## Appendix H

### MAINTENANCE REPRESENTATIVE CHECKLIST

1. Task Complete	2. Time Line	3. Action Required
Complete <input type="checkbox"/> Time _____ Date _____	Prompt	Report to the EOC
Complete <input type="checkbox"/> Time _____ Date _____	First Hour	Collect and secure the following documents: <ul style="list-style-type: none"> <li><input type="checkbox"/> Certificate of Registration</li> <li><input type="checkbox"/> Certificate of Airworthiness</li> <li><input type="checkbox"/> Aircraft logbooks</li> <li><input type="checkbox"/> Certificate of Maintenance Review</li> <li><input type="checkbox"/> Current airframe and engine hours</li> <li><input type="checkbox"/> Last overhaul/Inspection</li> </ul>
Complete <input type="checkbox"/> Time _____ Date _____	First Hour & Ongoing	Assist the Risk Management Representative with any required documents for the regulators and insurers
Complete <input type="checkbox"/> Time _____ Date _____	First Hour	Conduct a fuel test from the storage used to fill the aircraft in question if contamination is suspected
Complete <input type="checkbox"/> Time _____ Date _____	Short Term	Contact the aircraft and engine manufacturers
Complete <input type="checkbox"/> Time _____ Date _____	Short Term	Help coordinate the clean up of any toxic spills in accordance with EPD guidelines



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## Appendix I

### OSR CHECKLIST

1. Task Complete	2. Time Line	3. Action Required
Complete <input type="checkbox"/> Time _____ Date _____	Prompt	Report to the EOC
Complete <input type="checkbox"/> Time _____ Date _____	First Few Hours	Meet with all members of the ERT and obtain all known details of the accident in preparation of what to expect. (When going direct to site, a briefing with the EOD will be completed over the phone and the Emergency Response Pack will be sent to site via other means)
Complete <input type="checkbox"/> Time _____ Date _____	First Few Hours	When arriving first on site try to prevent any disturbance to the site or injuries to third parties before the emergency services arrive and take over. When arriving after the emergency services go straight to the next step
Complete <input type="checkbox"/> Time _____ Date _____	First Few Hours	Complete an assessment of the site and then speak with the emergency services and authorities before contacting the EOD with an update
Complete <input type="checkbox"/> Time _____ Date _____	Next Few Hours	Take several photographs of the aircraft and surrounding area
Complete <input type="checkbox"/> Time _____ Date _____	Next Few Hours	Verify the status of the people on board and forward all information to the Next of Kin Representative.
Complete <input type="checkbox"/> Time _____ Date _____	Next Few Hours & Ongoing	Attend any onsite briefing and provide continual updates to the EOD.
Complete <input type="checkbox"/> Time _____ Date _____	Next Few Hours	Ensure support to surviving, non-hospitalized passengers.



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**Appendix J**

**RISK MANAGEMENT REPRESENTATIVE CHECKLIST**

<b>1. Task Complete</b>	<b>2. Time Line</b>	<b>3. Action Required</b>
Complete <input type="checkbox"/> Time _____ Date _____	Prompt	Report to the EOC
Complete <input type="checkbox"/> Time _____ Date _____	Prompt	Contact the Clubs Legal Representative and Insurance Company as directed by the EOD
Complete <input type="checkbox"/> Time _____ Date _____	First Hour	Provide feedback from the Legal and Insurance Representatives to the ERT
Complete <input type="checkbox"/> Time _____ Date _____	First Hour	Ensure all required documents from Maintenance and Flight Operations are passed to the Insurers
Complete <input type="checkbox"/> Time _____ Date _____	First Hour	Confirm the OSR Leader has taken several photographs of the aircraft and surrounding area
Complete <input type="checkbox"/> Time _____ Date _____	Short Term	Once the aircraft has been released by the investigating authority assist the insurance company to remove all parts of the wreckage to an approved storage facility
Complete <input type="checkbox"/> Time _____ Date _____	Short Term	Help coordinate the clean-up of any toxic spills in accordance with EPD guidelines



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## Appendix K

### PUBLIC RELATIONS & NEXT-OF-KIN REPRESENTATIVE CHECKLIST

1. Task Complete	2. Time Line	3. Action Required
Complete <input type="checkbox"/> Time _____ Date _____	Prompt	Report to the EOC
Complete <input type="checkbox"/> Time _____ Date _____	Prompt	Confirm an accurate manifest for the people on board the aircraft and record the following information for each person: <ul style="list-style-type: none"> <li><input type="checkbox"/> Name</li> <li><input type="checkbox"/> Next of kin and contact details</li> <li><input type="checkbox"/> Assigned hospital</li> <li><input type="checkbox"/> Coroner/morgue</li> </ul>
Complete <input type="checkbox"/> Time _____ Date _____	Prompt	Contact and brief the Clubs Legal Representative and Medical Insurance Company
Complete <input type="checkbox"/> Time _____ Date _____	First Hour	Ensure all staff are informed that any media enquiries must go through you
Complete <input type="checkbox"/> Time _____ Date _____	First Hour	Any statements to be released must first be approved by the President/Vice President of the HKAC
Complete <input type="checkbox"/> Time _____ Date _____	First Hour & Ongoing	Provide updates to club staff members
Complete <input type="checkbox"/> Time _____ Date _____	Next Few Hours	Once the status of the people on board has been confirmed discuss the notification of the families with the EOD and action accordingly.
Complete <input type="checkbox"/> Time _____ Date _____	Next Few Hours & Ongoing	Provide support for the families of the people on board as necessary



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