



TABLE 1.4 – COORDINATION OF EMERGENCY RESPONSE PLANNING

ASSESSMENT WORKSHEET	
COMPONENT 1, Safety Policy and Objectives ELEMENT 1.4, Coordination of emergency response planning	
ORGANIZATION:	REVIEW ACTIVITY: <input type="checkbox"/> ASSESSMENT
TEAM MEMBER:	DATE:
CONTACT PERSON AND TITLE:	
<p>General Information:</p> <p>The questions in these worksheets are meant to assist in the assessment or program validation. They are intended for guidance only. It is not mandatory to ask all the questions. If the assessor feels that enough information has been gathered to effectively assess the element or if a different “open-ended” question will elicit a better response, it can be used. The assessor may also rephrase the question if it is more comfortable to do so. It is expected that answers to any question would lead to others not shown on this list. It is also expected that questions aimed at determining performance with respect to one criterion may lead to information relevant to the assessment of other criteria for either the intended component or others. Assessors will use their experience to follow-up on information that is uncovered and apply that experience to the assessment of SMS components and elements as appropriate.</p> <p>The questions in Section B are designed to address the level 3 expectations that the question relates to. Assessors must ensure that the questions used adequately address these expectations. Questions labelled BP (best practice) are designed to address level 5 criteria. Certain questions are suggested for direction to the accountable executive, management, and non management and are arranged in that order. Questions addressing best practices are listed at the end of each group. The phrasing of these questions and their categorisation is not meant to be prescriptive. Delegated officers are invited to rephrase and pose questions as appropriate to the audience they are addressing during the site visit(s).</p> <p>To obtain valuable information related to the performance of the SMS, it is recommended that, to the extent possible, all the questions are open ended. Where a question would lead to a yes/no answer, the assessor may prompt the interviewee by asking why/why not? Or ask for an explanation or proof (documentation). Depending on the maturity of the SMS, management and employees may be able to provide case examples to support their statements.</p>	





SECTION A – EXPECTATIONS

Component 1: SAFETY POLICY AND OBJECTIVES

Element 1.4: Coordination of emergency response planning

Expectations:

Chapter 8 8.7.1	1) The organization has an emergency response/contingency plan appropriate to the size, nature and complexity of the organization
Chapter 8 8.7.2	2) The organization coordinates its emergency response/contingency procedures with the emergency/response contingency procedures of other organizations it must interface with during the provision of services
Chapter 8 8.7.2	3) The organization has a process to distribute and communicate the coordination procedures to the personnel involved in such interaction
<i>Supplemental Element 1.4</i>	<i>Supplemental -- Element 1.4: Coordination of emergency response planning</i>
Chap 10 APP 2-3, 1.5	S1) The ERP includes assignment of emergency responsibilities/ authority.
Chap 11, ATT B-7, 6	S2) There is a plan for drills or exercises with respect to the ERP.
Chap 11 ATT B-7, 6 CAAS	S3) ERP drills or exercises are carried out according to plan and result of drills carried out are documented
Chap 11 ATT B-7, 5	S4) There is a procedure for periodic review of the ERP as well as after key ERP personnel or organisational changes.
8.7.1	S5) The ERP includes procedures for safe transition from normal to emergency and back to normal operations.
8.7.1 Chap 11, ATT B, 1.5	S6) There is provision in ERP to address preservation of safety / quality / continuity of its aviation product/ services during emergency / crisis / AOG situations, where applicable.

Notes



SECTION B: QUESTIONS	SECTION C: RESPONSES
<p>Component 1, SAFETY POLICY AND OBJECTIVES Element 1.4, Coordination of emergency response planning</p> <p>Questions:</p> <p>ACCOUNTABLE EXECUTIVE:</p> <p>Describe the organization’s emergency preparedness procedures. How were these procedures implemented within the organization?</p> <p>Who is the responsible manager for the ERP?</p> <p>MANAGEMENT:</p> <p>Are you familiar with your emergency response plan? Explain.</p> <p>Describe the organization’s emergency preparedness procedures Show me.</p> <p>How were these procedures established?</p> <p>Explain how they are appropriate to the nature and complexity of the organization.</p> <p>Explain how the emergency preparedness procedures have been implemented within the organization.</p> <p>Who is responsible for emergency procedures within your department?</p> <p>Is the ERP coordinated with other organizations? How? Example?</p>	



Explain the process for distributing EPR procedures to affected personnel.
How do you ensure that personnel understand the procedures?

How often are EPR procedures reviewed?
Who conducts these reviews and under what circumstances would a review be initiated?

How often are emergency response drills conducted and what drills have you been a part of?

When was the last time you and your staff were involved in an EPR drill or exercise?
What did you learn and what did you do with this information?

How does the ERP provide for the safety and continuity of the operation?

KEY ERP PERSONNEL:

What are your roles and responsibilities in the event of an accident or emergency?
Where is this documented?

What would you do in the event of an emergency?

Are there standard procedures for you to follow?
Show me.

When was the last time you participated in an EPR drill or exercise?

During an emergency, is there a procedure for recording activities?

Who is responsible for that and what is done with the results?

Does the ERP include mutual aid agreements?
Explain.



<p>Does the organization have a command post for coordination of the emergency response? Explain.</p> <p>NON-MANAGEMENT: What would you do in the event of an emergency?</p> <p>Are there standard procedures for you to follow? Show me.</p> <p>Do you have a role outlined in the ERP? Please describe.</p> <p>How are the emergency response procedures communicated to you and how accessible are they?</p> <p>When was the last time you participated in an ERP drill or exercise?</p>	
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SECTION B: QUESTIONS	SECTION C: RESPONSES

Section D, Measurement Criteria

Score Level	ELEMENT 1.4, Coordination of emergency response planning
1	<p>The organization does not have a documented emergency preparedness policy and objectives.</p> <p>Roles and responsibilities in the event of an accident are poorly defined.</p>
2	<p>(3) less some aspects</p>
3	<p>1) The organization has an emergency response/contingency plan appropriate to the size, nature and complexity of the organization</p> <p>2) The organization coordinates its emergency response/contingency procedures with the emergency/response contingency procedures of other organizations it must interface with during the provision of services</p> <p>3) The organization has a process to distribute and communicate the coordination procedures to the personnel involved in such interaction</p> <hr/> <p>S1) The ERP includes assignment of emergency responsibilities/ authority.</p> <p>S2) There is a plan for drills or exercises with respect to the ERP.</p> <p>S3) ERP drills or exercises are carried out according to plan and result of drills carried out are documented</p> <p>S4) There is a procedure for periodic review of the ERP as well as after key ERP personnel or organisational changes.</p> <p>S5) The ERP includes procedures for safe transition from normal to emergency and back to normal operations.</p> <p>S6) There is provision in ERP to address preservation of safety / quality / continuity of its aviation product/ services during emergency / crisis / AOG situations, where applicable.</p>



4	All of (3) plus some aspects of (5)
5	<p>All of (3), plus numerous of the following:</p> <ul style="list-style-type: none"> <li data-bbox="338 435 1927 516">✚ The organization has Memoranda of Understanding (MOU) or agreements with other agencies for mutual aid and the provision of emergency services. <li data-bbox="338 532 1927 613">✚ The organization has a designated command post where the overall coordination and general direction of the response to an emergency takes place. <li data-bbox="338 630 1927 670">✚ A procedure exists for recording activities during an emergency response.