

4.3 ERP 04: COMMUNICATION SPECIALIST/FLIGHT FOLLOWER CHECKLIST

 Communication Specialist/Flight Follower Checklist ERP 04

Lost Tracking Procedures

Process to follow after 10 minutes with no sat tracking.

1. Re-login to TrackPlus, if still not tracking, proceed to #2 ✓
2. Call Helicopter Cell Phone, if unable to make contact, proceed to #3. *Text pilots/call pilots*
3. Call Helicopter Sat Phone, if unable to make contact, proceed to #4. *NO Answer*
4. Call Crew Cell Phones, if unable to make contact, proceed back to #1, until it has been 20 mins without contact, then see below, activate (open) ERP in binder and call the Operational Control Management.

If the helicopter is reached use that method to do a status report every 15 minutes.

If not able to make contact after 20 minutes, Activate ERP (Emergency Response Plan) and call OC Management.

Overdue Aircraft/Lost Communications

An aircraft is considered overdue when an Air Traffic Control (ATC) agency reports it as such, or when no information has been received by ATC or Orbic Air for 30 minutes past the aircraft estimated time of arrival (ETA). Flight Communication Specialist/Flight Follower should use their best judgement and activate the ERP anytime an aircraft is suspected to be in distress or overdue.

Attempt to contact the aircraft by all means available. Log all attempts in the event record. ✓

After 20 minutes of unsuccessful attempts to contact the aircraft and no satellite tracking observed, contact the OC Manager. Log in the event record. ✓

Assist the OC Manager as directed. ✓

If the ERP is cancelled, turn in event record to the Safety Officer, or designee, and participate in a debrief of the event as directed by the Safety Officer, or designee. ✓


**Communication Specialist/Flight
Follower Checklist**

ERP 04

EVENT RECORD

Name: Brady Bowers

Date: 02/09/2024

TIME	EVENT	DESCRIPTION
10:12 pm	Spider Tracks	Tracking not Refreshing
10:20 pm	Contact Dom	Ask about Spider Tracks
10:22 pm	Contact Safety Mgr	Asked to look at tracker
10:27 pm	Called DOM	Discussed Tracking
10:28 pm	Attempt call PIC	Direct to Voice Mail
10:30 pm	Attempt Ask Bure	Direct to Voice Mail
10:30 pm	Attempt to call PIC	Direct to Voice Mail
10:30 pm	Call DOM	Attempt to locate aircraft
10:33 pm	Ask Safety Manager	Attempt to locate aircraft
10:40 pm	Call CHP	Ask for any reports in area of Lost Satellite tracking
11:01 pm	Call Dom	
11:05 pm	Call FAA Contact Tim Lanna	Advised lost communication with Aircraft
~ 11:10 pm	DOM call DO	Email sent to POI
11:12 pm	FAA Contact Tim	Advised to call Oakland Center
11:18	Call OAK Center	Report missing Aircraft
11:26	Steve Gould	1 and occupancy
11:27	Tim Lanna FAA	Stephen Chausser DO/DOM
11:29	OAK Center	
12:38	CHP	

4.11 ERP 10: PRESIDENT CHECKLIST

 President Checklist ERP 10
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President Checklist

NAME:	DATE:
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If notified of an aircraft overdue, accident, incident or other emergency situation follow the checklist below and document all communication and events related to the emergency on the event log.

Initial Response: 1. Participate in initial brief. 2. Contact Insurance Broker and Claims Lead. 3. Ensure all management personnel have necessary resources to complete their tasked duties.	Continuing Response 1. Contact families of involved crewmembers. Ensure families of non-company personnel who are involved are notified. 2. Coordinate CISD (Critical Incident Stress Debrief), as appropriate. 3. Coordinate Media Response. 4. Assist in the tasks of the ERC. 5. Assume the responsibilities of the Safety Officer, Director of Operations, Director of Quality, Director of Maintenance, or any other personnel with an assigned responsibilities in this Emergency Response Plan.
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Printed copies are for reference only. Please refer to the electronic copy for the latest version

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President Checklist

ERP 10

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Name: Brady Bowers	Date: 9/10/
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