

MH Emergency Pocket Checklist v31

• **Start Log (Incident Log from ERP manual or substitute) Logging incident is always secondary to caring for PEOPLE, ENVIRONMENT or PROPERTY**

• **Initial Report/Alert-Contact Manager on Duty**

- Chief Operating Officer: Bob Fell, 907-227-7602
- Dir. of Operations: Dave Jones, 907-388-8390
- Chief Pilot: Dave Buzga 208-596-9076

• **Subsequent Alerts if Event is Significant**

- Director of Maintenance: Matt Stevens, 907-360-7459

• **Notification of Client-Director of Operations shall notify Identity and notify client representative (see page 2)**

• **Notification of Authorities-Director of Operations shall notify**

Pete Alexakis 907-419-6962 PAI

Fred Adams 907-201-6438 PMI

Mike Bury 907-790-7311 POI

NTSB ROC: 844-373-9922

Alaska RCC: 907-551-7230, 1-800-420-7230

• **Post Alert Duties and Responsibilities-Manager on Duty**

Keep Flight Operations running with continuous contact with accident scene.

• **Emergency Response Center Procedures**

Members will assemble at MH principal base

• **GO TEAM Established**

• First Person Procedures at Accident Scene
Action Priorities:

Care of injured, preserve wreckage & cargo

Secure flight and maintenance records

Establish contact with Manager on Duty- Bob

Fell/Dave Jones

• **Communications**

All communication will be through Bob Fell/Dave

Jones/Dave Buzga

Note: All statements to the press will only be through the President or Senior Representative of the GO Team

• **Required Reports filed by Director of Operations**

DOD - Immediate if on DOD contract, next business day otherwise

U.S. Department of State - Passenger Report (within 3 hours)

FAA - Mechanical Reliability Report (within 3 days)

NTSB Form 6120.1 or 7120.2 (within 10 days) NTSB

- submit to Director, Family Support Services (upon request)

Obtain Pilot and Witness Statements

Notify OGP Clients as necessary

DOD Contract Reporting: 618TH Air Operations Center, Scott AFB, Illinois 618-229-0320

DOD Next Business Day Reporting:

USTRANSCOM, Scott AFB, Illinois 618-817-9590 or 618-402-2369 and to HQ AMC/A3B 618-229-4801 or 618-229-4343

NTSB National Transportation Safety

Board Office AK (7-5) 907-782-4848

FAA Regional Operations Center

(24 hrs.) 206-231-2099

USCG Rescue Coordination Center

907-463-2000

ANG Air National Guard Alaska Rescue

Coordination Center: 907-420-7230

Natl' Parks in AK Dispatch 907-683-9555

KNP - King Salmon Natl' Park Office

(8-5) 907-246- 3305

LCNP ANC Lake Clark Natl' Park Office

(8-5) 907- 644- 3626

Alaska Fish & Wildlife Protection Division

(Kodiak) 907-486-4761

State Troopers: Anchor Pt/Homer 235-8239;

Kodiak 486-4121; King Salmon 246-3464;

Anchorage 269-5511; Fairbanks 451-5100; Valdez

835-4307; Glennallen 822- 3263; Coldfoot 678-5211

Homer Police Dept. 235-3150

Fairbanks Police Dept.: 450-6500

Homer Airport Airport Mgr.

(Kevin Jones) 235-5217office, 399-4069c

ARFF/Maint. Crew 235-4394, 399-7886

Homer Flight Service 235-8588

MHI SAT PHONE NUMBERS

N305MH	011-8816-5147-3084
N308MH	011-8816-5147-3007
N309MH	011-8816-5147-2999
N312MH	011-8816-2249-4799
N314MH	011-8816-2347-5344
N315MH	011-8816-2346-6292
N316MH	011-8816-2346-6320
N319MH	011-8816-2346-6275
N325MH	011-8816-2347-5363
N326MH	011-8816-2244-6282
N327MH	011-8816-2244-6323
N352MH	011-8816-6234-6392
N355MH	011-8816-2346-6367
N356MH	011-8816-2343-7726
N407PA	011-8816-2249-4876
N407RH	011-8816-2249-9809
901BDL	N/A

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