

Lessons Learned

Must have dedicated command center at FSDO to include 2 phone lines one of which can be forwarded. LAN connection and/or modem connection.

Need at least 4 wireless communication devices (cell phones) available.

All CC: Mail from the regions command center should be addressed to supervisors and managers

FSDO should have supplied each supervisor with copy of the emergency plan. (Facility Security Plan)

Dedicate a fax machine number for the emergency.

Provide all hands briefing each time new or revised information received.

Establish a phone extension with a recording that employees can call for an update briefing on situation

Keep command center free of excess people, limit number assigned to command center for duty.

Miami Flight Standards District Office-19

Date = 10/2001

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DOT/FAA

Fax

To: Sally McCord From: Robert T. Seward
Fax: (b) (2) High Date: 11/5/03
Phone: [REDACTED] Pages: 2
Re: _____ CC: _____

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