



CALL FACILITATION GUIDE

Date		Time		Initiator							
INCIDENT SNAPSHOT	Who, What, Where, When, How (not > 3-5min)										
STATUS	Escalating		Comments								
	Stable										
	Deescalating										
CURRENT IMPACTS	Life-safety		Comments								
	Infrastructure										
	Environmental										
	Biz Continuity										
POTENTIAL IMPACTS	Life-safety		Comments								
	Infrastructure										
	Environmental										
	Biz Continuity										
TOP PRIORITIES	1) 2) 3) 4)										
UNIFIED COMMAND	PD		AVOPS		ENV		TSA		ADR		Other
	FD		LS		CS		CBP		ENG		
	AVSEC		AVM		ExRel's		FBI		Airline		
	Other needed										
RESOURCES	Needed now										
	Anticipated										
MESSAGING	Internal (ELT, Commission)										
	External (Public, Tenants, Other)										
POLICY GROUP	Prioritization directives										
	Resource allocation										
	Other considerations / directives										
NEXT CALL	Date		Time		Method						
	Others needed										



EMERGENCY PREPAREDNESS

...failing to plan...is planning to fail...

Port
of Seattle

Aviation Leadership Emergency Coordination Teams Call

Revision Date 05/07/2024

FACILITATION INSTRUCTIONS

FACILITATOR: 1) ACC Mgr or Asst/Mgr; 2) ADM; 3) Emergency Preparedness

POLICY GROUP: ID missing dept's (have someone contact); N/A or duplicate dept's / reps can drop.

NOTES

****NOTE**** Limit this document's
distribution to **NEED TO KNOW** as it
may contain sensitive information and
should not be broadly distributed.