

RDC-Entry Point Authority Meeting Form

(Tool to be used when gathering information from Entry point authority)



A Situation

A.1	Date of meeting [DD-MMM]	
A.2	Time of meeting [hh:mm]	
A.3	Entry Point Authority	
A.4	Official passes	

B Entry point entities contacts

B.1	Air traffic control	
B.2	Ground traffic control	
B.3	Immigration	
B.4	Custom	
B.5	Quarantine	
B.6	Logistics	
B.7	Security	
B.8	Military liaison	
B.9	Police	
B.10	Fire Emergency	
B.11	Ambulance	

C Entry point capacity

C.1	Runways	
C.2	Landing/take-off restrictions	
C.3	Commercial/Military aircrafts	
C.4	Number of aircraft stands	
C.5	Hours of operations (curfews)	
C.6	Refueling services	
C.7	Storage and cold-chain	
C.8	Cargo handling equipment	
C.9	Ground staff	
C.10	Toilets and showers	
C.11	Food services	
C.12	ATMs	
C.13	SIM card shops	
C.14	Power	
C.15	Translators	

D Locations

D.1	RDC location for workspace	
D.2	RDC location for internal use (sleeping, resting etc.)	
D.3	Waiting area for teams	
D.4	Airport map	

E Communications

E.1	DATUM to be used (normally WGS84)	
E.2	Radio frequencies/channels to be used	
E.3	Mobile network/Internet availability	
E.4	Satellite communication	
E.5	Other communication options	
E.6	Entry Point Authority contact details	
E.7	Reporting schedule	

F Safety and Security

F.1	Evacuation arrangements	
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G Other Information

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