

# **Attachment 13**

**Operational Factors Group Chairman's Factual Report**

**DCA00MA030**

**EMERGENCY EVACUATION CHECKLIST**

ADDITIONAL INFORMATION/CONSIDERATIONS

**PASSENGER EVACUATION**

This procedure is accomplished on land when a condition potentially endangering life or physical well-being of passengers and crew exists.

The evacuation will be initiated by the Captain. Evacuation will be initiated by the Flight Attendants only after they have ascertained that the Flight Crew is incapacitated.

Sequence and full completion of this checklist are not mandatory. Base actions on common sense, good judgement, and evaluation of the existing situation. Actions are taken by the pilot listed. If that pilot is incapable, then by any other crewmember.

- 1** In a planned evacuation, summon the "A" Flight Attendant using 4 rings of the crew call system. Brief the time available, type of emergency, and who will make the notification to passengers. The "A" Flight Attendant will signify completion of cabin preparation by notifying the Captain that the "Cabin Is Prepared."
- Five minutes prior to landing, cycle the no smoking switch, signaling the "A" Flight Attendant to read the Brace Announcement to the passengers. Approximately one minute prior to landing, the Flight Attendants will command "Brace, Brace, Brace." If there is a possibility of pilot incapacitation after landing consideration should be given to unlocking the cockpit door to allow access by the Cabin Crew.
- 2** Place the Standby Power switch to BAT to provide power to VHF Radio #1.
- 3** If time permits, verify flaps are full down prior to placing the start levers to CUTOFF.
- 4** Use the PA for all commands. If possible, direct the Flight attendants and passengers to commence evacuation and state which exits are to be used.
- 5** Use the override button if necessary.
- 6** Rotate in either direction. Check the bottle discharge light indicating proper operation.

**Considerations:**

- Consider taking emergency equipment with you during the evacuation (i.e. First Aid kits, flashlights, and megaphones).
- Time permitting, every attempt must be made to brief the Flight Attendants. When, in the Captain's judgement, the emergency does not dictate the probability of evacuation, the Flight Attendants will be advised to "Secure" the cabin. Otherwise, the cabin will be prepared for emergency evacuation using the 737 Planned Emergency Checklist.
- After landing, direct the Flight attendants to "Evacuate" or "Remain Seated," using the PA system.
- **CAPTAIN:** Immediately following aircraft shutdown proceed to the main cabin, and if the evacuation is not complete, supervise evacuating the remaining passengers as required. When all possible assistance has been rendered, leave the aircraft by any suitable exit and direct passengers away from the aircraft, giving assistance as necessary. If unable to enter the main cabin, exit via either sliding window.
- **FIRST OFFICER:** Leave the aircraft as soon as possible, preferably through one of the forward doors. Direct and coordinate evacuation from all available exits by circling the exterior and enlisting the aid of helpers. Direct passengers away from the aircraft.

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# Emergency Evacuation

- Tower or Ground..... Notify
- Aircraft..... Position
- Standby Pwr..... Bat
- Press Mode..... Man
- Outflow Valve..... Open
- Brakes..... Set
- Speedbrake..... Down
- Flaps..... 40
- Start Levers..... Cutoff
- Evacuation..... {Order or  
Cancel
- Fire Switches..... Pull
- Fire Lights..... Rotate
- Battery..... Off
- Standby Power..... Off

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**PASSENGER EVACUATION**

**Procedure:** 1

1. Tower/Ground Personnel (FO) ..... Notify 2
2. Airplane (If On Fire) (Capt) ..... Position
3. Outflow Valve (FO) ..... Open
4. Parking Brake (Capt) ..... Set
5. Speed Brake (Capt) ..... Down
6. Flap Lever (FO) ..... 40
7. Start Levers (Capt) ..... Cutoff 3
8. Evacuation (Capt) ..... Order Or Cancel 4
9. Engine & APU Fire Warning Switches (Capt) ..... Pull 5
10. Lighted Fire Warning Switches (Capt) ..... Rotate 6
11. Battery (Last Pilot To Leave) ..... Off
12. Standby Power (Last Pilot To Leave) ..... Off

*"Passenger Evacuation Checklist Complete"*

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