

Attachment 4

to Operational / Human Factors Group Report

DCA07MA310

EMERGENCY LANDING CHECKLIST

Emergency Landing

Review appropriate sections of this procedure based on conditions and time available.

- Advise ATC (and company - time permitting) and ask for ARFF (if appropriate).
- Set transponder to 7700 unless in voice communication with ATC.
- NO SMOK and SEAT BELT Switches – ON
- Notify Dispatch.
 - ACARS Code 7700 may be used to notify Dispatch.
- Advise Flight Attendants:

T – TYPE of emergency.

Advise the Flight Attendants which of the following two cabin procedures should be followed based on the type of emergency:

- The Flight Attendant Planned Emergency Checklist (anticipating possible evacuation or control problems)
Checklist includes briefing the passengers on evacuation procedures, the “brace” position, etc.
- The Flight Attendant 30 Second Review (anticipating normal landing)

An internal review of Flight Attendant duties during emergency situations such as primary / secondary exit, evacuation signal, location of emergency equipment, etc.

E – EVACUATION (if anticipated).

S – Evacuation SIGNAL to be used (“EASY VICTOR” (3) times or Emergency Exit Lights).

T – TIME to landing.

- PA
 - Nature of emergency
 - Time to landing
 - Passenger cooperation with Flight Attendants
 - Reassure passengers
- If able, allow Flight Attendants time to complete the Flight Attendant Planned Emergency Checklist (a summary is located at the end of this procedure) before starting final approach.
- At Captain’s discretion, jumpseat passenger may be moved to the cabin.
- Fire extinguisher and flashlight – Check and be prepared to use.
- Position GND PROX WARN Switch to OVRD if less than Flaps 28.
- Pull GROUND PROXIMITY WARNING COMPUTER c-b (Upper EPC – F20) if landing with Gear Handle UP.
- Pull CAWS, SSRS-1, LDG GR, T/O, A/P, SP BK, CAB ALT C-B (Lower EPC – P38) if landing with any gear not down and locked.



**■ If ground evacuation anticipated:**

At about 1500 feet AFL, position Air Conditioning Supply Switches OFF to depressurize airplane.

NOTES

- If Emergency Landing is due to fire or smoke, **do not** turn off packs, but ensure airplane is depressurized.
- If the situation permits, allow Flight Attendants time to brief the passengers and prepare the cabin before starting final approach.

Just prior to final approach, advise Flight Attendants to be seated.

At 250 feet AGL, if controllability problems are anticipated, make PA to assume "braced" position.

On ground:

Initiate Ground Evacuation procedure (if required).

■ If ground evacuation no longer anticipated:

Advise Flight Attendants not to evacuate.

END**Summary of Flight Attendant Planned Emergency Checklist**

- F/A 1 obtains the following information from Captain:
 - Type of emergency?
 - Evacuation necessary?
 - Signal to evacuate?
 - Time available?
- F/As secure cabin and reseal passengers near door exits as necessary.
- F/A 1 collects loose items from cockpit.
- F/A 1 advises Captain when all F/A checklists are complete.
- Cockpit will advise passengers to assume "braced" position when 250 feet above the ground, if controllability problems are anticipated.

———— Supplemental Information ————

The above is an abbreviated summary of the Flight Attendant Planned Emergency Checklist. The time between steps will vary as a function of passenger load. F/As will accomplish their duties in order of priority. A complete checklist may take 30 to 45 minutes to accomplish.

END