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GENERAL INFORMATION

1.0 Abbreviations

- AFRCC** Air Force Rescue Coordination Center
- ARFF** Aircraft Rescue and Fire Fighting
- CP** Chief Pilot
- DO** Director of Operations
- DR** Designated Runner
- EEAA** Emergency Evacuation Assembly Area
- EOC** Emergency Operations Center
- EOD** Emergency Operation Director
- ERP** Emergency Response Plan
- FAA** Federal Aviation Administration
- FAC** Family Assistance Coordinator
- FS** Flight Sales
- FSS** Flight Service Station
- HR(A)** Human Resource (Administrator)
- IC** Incident Commander
- NTSB** National Transportation Safety Board
- PIC** Pilot in Command
- SAR** Search and Rescue
- SCO** Senior Company Official
- VNY** Van Nuys Airport

1.1 Purpose Statement

DREAMLINE AVIATION LLC ("Dreamline" or "Company" or "DLA") believes in creating a safe working environment for all of its employees. However, sometimes problems do arise, and we may need to take actions to control an emergency situation. As a result of this possibility, Dreamline has instituted the following policy relating to emergency response.

This Emergency Response Plan will be implemented by both Dreamline Aviation, LLC and RTS Aircraft Services, LLC, a wholly owned subsidiary of Dreamline.

All accident response actions will be assigned with Management priorities, listed below:

Priority	Description
1	Support Company personnel and families.
2	Work with authorities to provide safety support to affected personnel.
3	Respond with sufficient resources to professionally support affected parties.
4	Manage and protect Company resources.
5	Determine what occurred, and modify procedures as necessary to prevent recurrence , where possible.

1.2 Policy Statement

The following Emergency Response Plan is the policy of Dreamline responding to contingencies on the facility. All employees shall adhere to all procedures, as outlined in this plan.

1.3 References

Title 8, California Code of Regulations, 5 192(p)(8)(A)

DREAMLINE AVIATION, LLC

Revision: 6
Date: 01/13/22

Emergency Response Plan
Section 1. GENERAL INFORMATION

1.4 Coordination with Outside Agencies

Dreamline shall make every effort to submit to and coordinate their efforts with appropriate Outside Agencies that respond to an Emergency situation.

Specific Outside Agencies that are likely to be involved in the event of an emergency include the following:

1.4.1 TABLE OF OUTSIDE AGENCIES		
AGENCY	PHONE NUMBER	OTHER
LAWA / LAX Police Dispatch	(310) 646-4268	(Police, Fire, Medical, Threat)
VNY - Airport Police	911	(310) 646-7911
other FIRE / Ambulance	911	(866) 452-2489
LAPD - Local	911	(818) 374-9500
VNY – Airport Manager	(818) 442-6500	
VNY - Tower	(818) 904-6166	
TSA Main or Threats	(703) 601-5300	
TSA at Burbank	(818) 840-6313 x 20	
TSA Inspector	(818) 326-6348 (Cell)	Gary Seagrove at BUR
HMR Hazmat spill NRC	(800) 424-8802	(202) 267-2675
CDC	(800) 232-0124	
FBI	(855) 835-5324	(310) 477-6565 Local LA
FDLA/FAA	Western Pacific Region 15000 Aviation Blvd, Lawndale, (310) 725-3300	VNY POI – Britt Boutin (818) 267-3320 VNY PMI - Cotry Shearill
NTSB (Determine Classification of Event Before Contacting)	Communications Center (202) 314-6290	Response Operations Center (844) 373-9922
NTSB Western Pacific Region	505 S. 336 th St., Suite 540, Federal Way, WA 98003 (253) 874-2880	See Appendix D NTSB Communication Guidelines
CAL OSHA	(818) 901-5403	
U.S. Dept. of State	(888) 407-4747	Calling from Overseas (202) 647-5225
Hospital - Valley Presbyterian	(818) 782-6600	15107 Vanowen Street Van Nuys, CA 91405
Healthline Medical Urgent Care	(818) 977-7711	15211 Vanowen Street, #105 Van Nuys, CA 91405
INSURANCE		
MARSH USA	(212) 345-0080 (Main)	Jana @ ex. 226 or (818) 632-7278
Joe Braunstein	(267) 258-4926 (Cell)	

1.5 Communicating with Outside Agencies

- A. Under no circumstances will anyone discuss any matters related to Dreamline or an emergency involving Dreamline with anyone other than Company employees. **All media inquiries shall be directed to the Emergency Operations Director (See 2.2).**
- B. Unless designated by the Emergency Operations Director (“EOD”) as an "Operator" to serve at the phone ("switchboard"), **no employee is to answer the Company phone during an emergency situation.**

1.6 Training and Drills

- A. The Director of Safety shall conduct a minimum of one emergency evacuation drill each year.
- B. The Director of Safety shall conduct annual ERP training for all employees.

NOTE: Annual ERP Training is required for ALL EMPLOYEES.

1.7 Distribution of Emergency Response Plan

A current copy of the Emergency Response Plan will be issued to the following Company Supervisors and Company Locations:

Name	Title / Department	Location
Mark L. Schmaltz	President	Office / Home
Jason de Mos	Chief Pilot	Office / Home
Allan Athas	Director of Maintenance	Office
<i>(Go Team)</i>		<i>(Go Team Bag)</i>
Luis Cortez	Director of Safety	Office / Home
Fernando Marroquin	Line Service Manager	Office
Jana Erland	VP Aircraft Mgmt	Office
Barry Snyder	Chief Revenue Officer	Office
Jonathon Schmaltz	VP Flight Sales	Office
Gary Lysik	Chief Financial Officer	Office
Shawndie Erickson	Human Resources Mgr.	Office

1.8 Updating Emergency Response Plan

- 1. The Director of Safety shall also conduct yearly reviews of this policy to ensure that it is up-to-date and accurate.