Appendix I
Natural Disasters

In the event of a natural disaster such as a hailstorm, flooding, severe thunderstorm, high wind, or earthquake the Los Angeles County Emergency Management Plan and the Hazardous Weather Emergency Operations Plan will be followed.

Emergency Contact Information

LA City Fire, Police	**911**
Van Nuys Tower	**(818) 904-6166** (Option 4)
Airport Manager	**(818) 442-6500**

Alert Notifications and Warnings

All parties listed under Senior Company Official (See **2.2** above) should be notified. The general public will be warned of severe weather through sirens, radio, etc.

Response (If time allows)

1. Notify Company Department Managers of the threatening condition. These, in turn, should notify each department member.
2. Advise aircraft owners and pilots so they can depart the airport ahead of the condition or secure their aircraft properly.
3. Survey the airport for unsecured objects that may become projectiles in high winds or be damaged by floodwaters.
4. Move aircraft to safe areas (hangars) or position and secure as best as time allows.
5. Stop fueling operations when lightning is observed in the vicinity.
6. Verify if a NOTAM advising of airport conditions is/has been issued.

Note: The designated Storm Shelter Area will be the ground floor of Signature (East) terminal building.

EOC Procedures

•   Have EOD activate the appropriate Emergency Operations Center (EOC),
•   Tower Controllers will coordinate with all military and relief flight operations for the orderly flow of air traffic.
•   Designate unloading areas and the movement from the Airport of relief supplies.
•   Assist Airport Manager by providing current weather and ramp status information.
•   Depending on the severity of the situation, the EOC may be activated at the discretion of EOD.
•   Airport management will work within the designated "outside ICS and procedures of Los Angeles County for severe weather events and staff the EOC as needed.

Recovery from Natural Disaster

The Building Property Manager or point of contact will call the local utility companies and Public Works. . The Airport Manager should use available equipment and labor, with assistance from the utility departments, to return DLA offices and hangar space to an operational condition as soon as possible.

Building Services Point of Contact

Signature (East)

Niall Mulcahy, Station General Manager
Signature Flight Support
7240 Hayvenhurst Place
Van Nuys, CA 91406
Work: (818) 464-9507
Mobile: (559) 496-9081

Maintenance (Signature East

Gary Nater, Goldstar
(818) 601-0073

Internet Data Services

AT&T – (310) 801-6860 (Sean Epps – Jody's Contact at AT&T)
Account: 319771872
User ID: att@dljets.com

dreamline@att.net
PW: Thisisthesame1
4 digit pass: 1954
Phone associated with account: (818) 782-6757

Spectrum
(866) 772-4948 – Technical Support
(818) 489-5285

Hangar 4: 8448200016077348
Valjean: 8448 20 001 8562495

Phone numbers associated: (818) 648-3024 (Barry's cell)

(818) 988-0029 (Main number)

Organizational Response and Responsibilities (DLA Management)

- Provide alert information to responding agencies, airport tenants, users, and the general public at the airport.
- Complete documentation regarding the event, including incident report, damage assessments, and financial impacts.

NOTE: if power failure extends for a prolonged period, or after a natural disaster, an alternate source of electrical power will be required to maintain in house data services

Loss of Internet Connectivity

In the event of loss of data internal data services & internet the following resources will be utilized:

- Flight Operations & Charter will transfer all business functions to Company 4G iPads that can receive Internet via local towers to allow access to email and other services.
- Company VoIP (Voice Over IP) phones will be forwarded to personal/company cell phone or "football" (after hours procedures).
- VoIP Service Provider

Nextiva Communications

Technical Support: (866) 408-6388
Account: 2108266
PIN: 1234
(Jody Cohn, Jon Schmaltz, and Chris Keating are each authorized Administrators)

For Online "Switching" to Flight Sales "Football" Phone (in case of Internet outage):

www.nextiva.com

Login (top menu bar)
Username: dla.224
PW: VJPhoneSys818!
Click checkbox

Go to "Hi Todd!" by Settings "Gear" Icon on top menu bar
Select "My Account"
Select "Schedules" (left side menu)
Select "Select Location" and choose "Dreamline Aviation" from drop down field
Select "Holidays" (not "Holiday 1) – Specifically, select the edit "pencil" symbol that will appear on the right edge of the "Holidays" selection – as you move the mouse over it.
Select "Events" to expand the field
Use the "+" to set a new "Holiday" (Time frame where all phones will transfer to the Flight Sales Football)

Set New "Holiday"I

Name the "Holiday" (e.g., Fire Schedule)
Set "Start" Date and Time
Set "End" Date and Time

SAVE and Exit

Note: Repeat these steps to modify, delete, or add "Holiday" event.

Loss of Electricity or Air Conditioning

If electricity or air conditioning is inoperative at the "Blue Cube", Flight Sales, Flight Operations, and other department personnel should relocate to the DLAs guest lounge and/or pilot station located at Signature East.

Option 1: Individual telephones for can be carried over and plugged in to an Ethernet outlet.

IMPORTANT: *Phones from Blue Cube are POE (Powered over Ethernet). If a Blue Cube phone is carried over to a different location, PICK UP A POWER UNIT. These are found in Todd's lateral file cabinet, bottom drawer, in a flat cardboard box.*

Option 2: The DLA guest "table" phone, the Pilot Station phone, and Line Service phone can be placed in the "Charter" Call Group by logging onto Nextiva.com

- • Use the login credentials from above
- • Select "Advanced Routing" from the top menu bar
- • Select "Call Groups" from the drop-down menu
- • Select "Dreamline Charter" – specifically the Edit "pencil" symbol on the right edge of the selection
- • From "Available Users" in the left-hand table:
  - o "+" (Add) the phones that are to ring when an outside call comes into DLA
  - o SAVE