

**Airswift Holdings Ltd.**

**Emergency Preparedness and Response**

**Date:** April 11, 2023

**Version:** 10

**Owner:** Safety Manager North America



# Airswift Holdings Ltd.

## HSE Management System

### Emergency Preparedness and Response – Evacuation Plan

#### **REGULATORY STANDARD:**

OSHA – 29 CFR 1910.38

#### **Important Notice:**

1. This procedure is a Controlled Document and shall not be amended without the authority of the Operations Manager – North America.
2. Any queries or feedback concerning the contents of this Procedure should be addressed to the Operations Manager – North America.

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**1.0 PURPOSE**

The Emergency Response - Evacuation plan provides a detailed description of the procedures to be followed by Airswift employees in the event of a fire, hurricane or natural disaster.

**2.0 SCOPE**

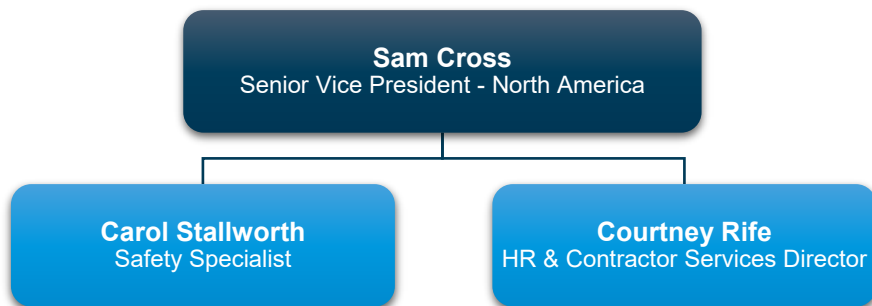
This procedure is applicable to all Airswift employees.

**3.0 EMERGENCY RESPONSE PROCEDURE**

**3.1 Emergency Preparedness**

- 3.1.1 All employees should know and follow the building evacuation plan, and are required to participate in regularly scheduled evacuation drills. In the event of an emergency, employees are not allowed to perform rescue duties; outside services will be utilized.
- 3.1.2 Fire drills shall be conducted by building management every six (6) months. The building management company are responsible for maintaining the employee alarm system. The alarm system will have a distinctive sound for each purpose and will comply with the requirements of 1910.165.
- 3.1.3 In the case of a hurricane or natural disaster, a Chain of Command with persons of authority should be used in making the decision of if/when to evacuate.

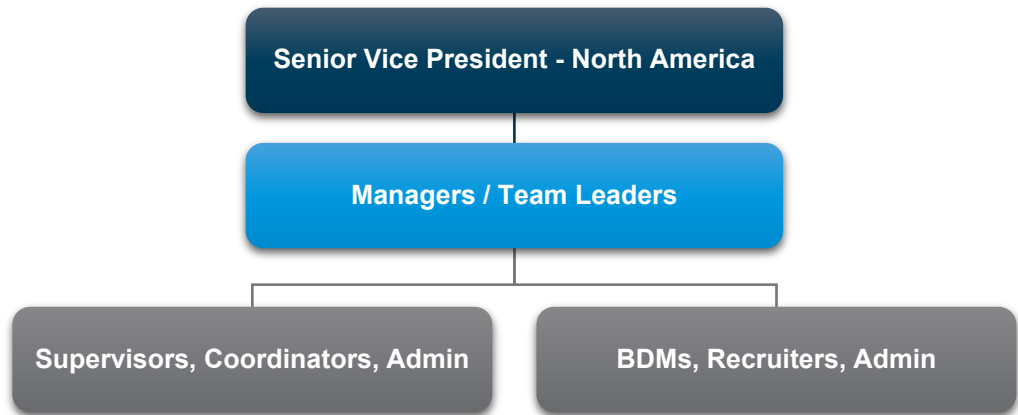
The following is Airswift’s Chain of Command to authorize an Emergency Evacuation:



- 3.1.4 Each Airswift department/team is required to have a current phone tree in place in order for upper management to communicate with all Airswift employees before, during, and after a disaster.



Airswift's Phone Tree:



All supervisory positions are required to know their direct reports contact information which includes name, phone (cell and/or home), and email. This process is in place in order for Airswift to stay in contact with and account for all employees because no employees are to remain on site during emergency evacuations.

After an evacuation, the Senior VP – North America, Office Manager, and Safety Manager along with building management will collaborate to determine when employees will be allowed to return to the office. Once it is deemed safe to return to work, a date to resume operations will be determined; then the Senior VP – North America will inform the Office Manager, which will then contact Managers and Team Leaders who will then contact their team members in order to account for all employees.

This emergency action plan includes procedures for evacuating the building, reporting a fire, medical emergency, natural disaster and other threats to the organization.

### **3.2 Hurricane Preparedness Timeline**

3.2.1 Airswift's Hurricane Preparedness Timeline based off The Lakes on Post Oak procedures.

3.2.1.1 Estimated landfall is five (5) days and Houston/Galveston is in the "hurricane's strike zone;"

- I. Review Hurricane preparedness plan. Begin contacting clients and vendors with information on our procedures and expectations.

3.2.1.2 Estimated landfall is in two (2) days and Houston/Galveston is in the higher percentile "hurricane's strike zone;"

- I. Airswift should have the leased premises secured and protected from the oncoming weather event(s).



- II. Make decision to close office to everyone but essential emergency personnel. Notify all clients and vendors of our decision via email, phone and/or Airswift website.
- III. Estimated landfall is less than twenty-four (24) hours and within 150 nautical miles of the Houston/Galveston area and the decision was to close the Property;
- IV. Make final communication to clients, via email, phone or Airswift website, until after weather event(s) and communications are restored.

### **3.3 Evacuation Plan**

In the event of a fire, hurricane or natural disaster, the building evacuation plan and procedures will be followed.

**NOTE:** The muster area is located on the Northwest side of the building. All employees will exit down the stairs and out the front doors of the building taking a left down the building 3050 access road driveway going at least 100 yards away from the building (See page 10 for map).

#### **3.3.1 The Lakes on Post Oak – Building Evacuation Procedure**

Each employee shall be familiar with the locations of all emergency exits. A typical floor plan indicating approved exits may be found at the end of this document (Exhibit A).

##### **3.3.1.1 DO's:**

- I. Keep Calm in an Emergency.
- II. Evacuate the building immediately upon hearing the Fire Alarm on you floor.
- III. Listen for Instructions from the Public Address System.
- IV. Close each door of your office as you leave.
- V. Form a single file evacuation line -follow instructions.
- VI. Use stairwells for evacuation, not the elevators. Hold onto the handrails.
- VII. Clear the way for Fire Department personnel inside the stairwells - follow their instructions.
- VIII. Be ready to merge with other people evacuating their floors.
- IX. Take any handicapped person(s) in your office to the closest available stairwell and assign someone to wait with the person(s) on the landing.
- X. Request assistance for physically challenged/disable persons. Call the management office at (713) 355-1011.
- XI. Once out of the building, go a reasonable distance away from the emergency and proceed to your firm's central gathering area. Listen for additional instructions from the authorities.

##### **3.3.1.2 DON'Ts**

- I. Do not use the Elevators, use the stairs. Evacuate by stairwells only.
- II. Do not smoke.
- III. Do not run in the stairwell.



- IV. Do not return to your premises until the "ALL CLEAR" is given by the authority in charge.

### **3.3.2 The Lakes on Post Oak – Fire Emergency Procedures**

As per the building management Fire Safety Plan, if you see smoke or flames, or smell something burning, or hear a fire alarm, IMMEDIATELY:

- Call the Fire Department – Dial: 9-1-1
- Call the Fire Safety Director – Management: 713.355.1011
- Activate the Fire Alarm Pull Station – If the Fire Alarm is not sounding
- Report any change in conditions to the Fire Department and the Fire Safety Director

If you think you smell a peculiar or unfamiliar odor, IMMEDIATELY:

- Call the Fire Safety Director – Management: 713.355.1011

Information to be given to the Fire Department:

- What is the Emergency: Alarm, Smoke, Flames, Etc.
- Address: 3050 Post Oak Blvd; Closest Cross Street Hidalgo
- Type of Occupancy: High-rise Office Building
- What Floor: 14th, Room # 1450, Telephone # calling from \_\_\_\_\_
- **Let the Fire Department Hang Up First!**

### **3.3.3 If the following is reported to you, or if you see smoke or flames, or smell something burning, IMMEDIATELY:**

- Isolate the fire – Close the door if you can do so safely
- Call the Fire Department, Fire Safety Director, and Activate the Fire Alarm Pull Station, if the Fire Alarm is not sounding
- Evacuate – Using Exit/Stairs to a safe area. Relocation and reentry into the building at least 3 or more levels below the fire floor are generally adequate.
- Fire Extinguishment (is optional and only if all of the above has been completed)

### **3.3.4 B. Emergency Procedures – in the event of an alarm only:**

- Call the Fire Department and the Fire Safety Director.
- Minimum procedure: Prepare to evacuate by going to the Exit/Stair door, if there is any evidence of unwanted fire, evacuate the floor to a safe area.
- Report any change in conditions to the Fire Department and the Fire Safety Director.

### **3.3.5 The Lakes on Post Oak – Hurricane Procedures**

#### **3.3.5.1 Building Management Service**



Our property management company, CRT Properties, Inc. management and maintenance personnel will be on call and available twenty-four (24) hours a day before and during a hurricane. You may reach us by calling (713) 355-1011 and follow the prompt for emergencies. Personnel will be available during a warning to help secure offices, equipment, etc., so as to minimize damage during a hurricane.

#### 3.3.5.2 Loss of Power

Should we experience a loss of power during this time, the building will need to be manually locked after hours. Access cards will not work. Best efforts will be made to have a guard or building personnel stationed at the building for access purposes. Identification will be required to enter the building. If management deems it necessary due to unsafe conditions, access to the building may be denied.

Lightning can cause severe power surges, which may damage air-conditioning or computer equipment. If management deems it necessary, to avoid such damage, we may elect to turn off the equipment prior to actual loss of power.

Please be prepared to secure your computer and telephone equipment in case of an actual emergency or at the end of the workday should there be a reasonable chance of power failure. Keep in mind most phone systems are powered by electricity and will not function in a power outage unless they are equipped with a battery back-up.

#### 3.3.5.3 Water/Plumbing

In the event we lose water pressure, all restrooms will be closed until pressure is restored. Portable toilets will be brought to the site, in the event they are available, if pressure is down for two days or more.

#### 3.3.5.4 Evacuation

In the event of an evacuation, an announcement will be made over the public address system. All tenant personnel and guests must leave. (If any of the tenant employees must stay behind due to special circumstances, the Property Management Office must be notified at once.) Once we have secured the building, no one will be allowed to enter.

During any evacuation, all personnel should remain calm. Everyone's cooperation is needed in order to conduct a safe evacuation. There will be enough time to leave the building and no rushing will be necessary.

#### 3.3.5.5 Precautions For Your Office Areas

- I. Flash lights should be on hand.



- II. To keep abreast of current conditions, battery operated radios should be on hand.
- III. Clear off desks in the exterior offices and secure items in boxes or drawers, preferably in interior offices. Close all interior doors, specifically those leading to areas with outside windows.
- IV. Drop and close all mini-blinds on exterior windows.
- V. Remove items from desks in window offices and if possible, move furniture in these offices away from windows or into corridors.
- VI. Because building security may be temporarily threatened, lock up all important records or items of value.
- VII. If appropriate, on the first floor of the building, pick up equipment, files, etc., in case of flooding.
- VIII. Remove all cars from underground parking area in case of flooding.
- IX. Turn off and unplug all electrical machines and appliances.
- X. Do not remain in exterior office with exposure to glass. Move to interior offices.
- XI. Take all necessary steps to protect the information contained in computer equipment in case of power failure. Consider doing the same for similar types of equipment such as telephone switchboards.

### **3.3.6 The Lakes on Post Oak – Natural Disaster Procedures**

Disasters and emergencies may affect large areas and many people can possibly be exposed to dangerous conditions quickly and without warning. Flash floods and tornados, for example, can strike with little or no advance warning. There are certain things you can learn to do that will help you get ready for, and cope with, almost any type of natural disaster. Perhaps the most basic thing to remember is to KEEP CALM AND TAKE TIME TO THINK.

#### **3.3.6.1 NATURAL DISASTER GENERAL INFORMATION:**

- The City of Houston's Emergency Preparedness will activate warning signals in affected areas.
- Whenever a major storm or other disaster threatens, keep your battery powered radio or television tuned to hear weather reports and forecasts (issued by the National Weather Service) as well as other information and advice that may be broadcast by the local authorities.
- Use your telephone ONLY to report important disaster events to the authorities or to Lakes on Post Oak Office Building's Management (713) 355-1011. If you tie up the telephone lines simply to get information, you may prevent emergency calls from being completed.
- The Lakes on Post Oak Office Building is equipped with an emergency public address system and updates will be issued as events warrant. Please await the updates instead of calling the management office.
- Stay away from windows and disaster areas.
- Follow the advice and instructions broadcast over the building public address system.



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- The building staff has been trained in emergency response procedures and will be immediately dispatched to their respective duties in the event of a disaster.

**3.3.7 Airswift Contractors**

All Airswift contract employees will be required to follow the Client facility/worksites evacuation procedures for an Emergency Response due to a fire, hurricane or natural disaster.

Contract employees should notify their Airswift Representative if/when an evacuation is ordered. If evacuation arrangements are not made by the Client, the Airswift Logistics team shall be notified and will arrange for the Airswift contract employee to be evacuated safely.

Once an evacuation is ordered, the Airswift contract employee should contact their Airswift Point of Contact and the following phone tree will be activated:



**4.0 EMERGENCY CONTACTS**

Sam Cross – Senior VP – North America  
Cell +1 832 573 9015

~~Julia Arevalo – Operations Manager – North America~~ Carol Stallworth  
Direct +1 713 580 0991  
Cell +1 832-942-2010

**4.1** The Emergency Response – Evacuation Plan will be reviewed:

- 4.1.1 When the plan is developed or the employee is assigned initially to a job.
- 4.1.2 When the employee's responsibilities under the plan change.

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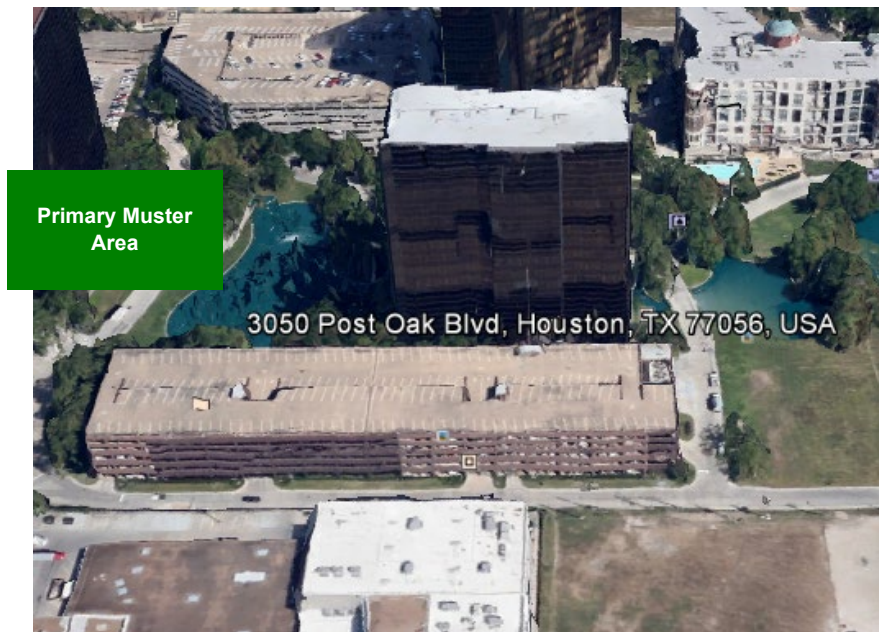
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4.1.3 When the plan is changed.

This procedure will be available to all employees in the Airswift HSEMS Safety Manual which will be made available on the Website, and will be communicated to all employees through the New Employee Orientation. Also, the Emergency contacts listed above are the employees responsible for assisting in a safe and ordering evacuation of all employees. For more information please contact the Safety Manager.

**4.2 Primary Muster areas:**



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**Document Control – Revisions and Amendments**

<b>Version Number</b>	<b>Effective Date</b>	<b>Author</b>	<b>Amendments</b>	<b>Reason for Amendments</b>
<b>9</b>	<b>April 25, 2019</b>	<b>Carol Stallworth</b>		
<b>10</b>	<b>April 11,2023</b>	<b>Kellie Tetley</b>	<b>Update Personnel cell #</b>	<b>Updated cellphone number</b>