



Release 2, Ver. 1 June 21, 2011

LIMCO AIREPAIR, INC.

Disaster Plan



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Purpose

The purpose of this disaster plan is to prepare Limco Airepair, Inc. in the event of extended loss of manufacturing and repair operations caused by factors beyond our control (e.g., natural disasters, man-made events), and to restore operations to the widest extent possible in a minimum time frame. All Limco Airepair, Inc. departments are expected to implement preventive measures whenever possible to minimize operational disruptions and to recover as rapidly as possible when an incident occurs.

The plan identifies vulnerabilities and recommends necessary measures to prevent extended operational disruptions. It is a plan that encompasses all Limco Airepair, Inc. departments and facilities operations.

Scope

The scope of this plan is limited to natural and man-made disasters. This is a business continuity plan, not a daily problem resolution procedures document.

Plan objectives

- Serves as a guide for the Limco Airepair, Inc. recovery teams.
- References and points to the location of critical data.
- Provides procedures and resources needed to assist in recovery.
- **Identifies vendors and customers that must be notified in the event of a disaster.**
- Assists in avoiding confusion experienced during a crisis by documenting, testing and reviewing recovery procedures.
- Identifies alternate sources for supplies, resources and locations.
- Documents storage, safeguarding and retrieval procedures for vital records.

Assumptions

- Key people (team leaders or alternates) will be available following a disaster.
- A national disaster such as nuclear war is beyond the scope of this plan.
- This document and all vital records are stored in a secure off-site location and not only survive the disaster but are accessible immediately following the disaster.
- Each support organization will have its own plan consisting of unique recovery procedures, critical resource information and procedures.

Disaster definition

Any loss of utility service (power, water), connectivity (system sites), or catastrophic event (fire, hazardous materials incident, flood or flash flood, tornado, winter storm, earthquake, radiological accident, civil disturbance, explosion, vandalism, or loss of key supplier or customer) that causes an interruption in the service provided by Limco Airepair, Inc. operations. The plan identifies vulnerabilities and recommends measures to prevent extended operational disruptions.



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Recovery teams

- Emergency management team (EMT)
- Disaster recovery team (DRT)
- IT technical services (IT)

See Appendix A for details on the roles and responsibilities of each team.

Team member responsibilities

- Each team member will designate an alternate
- All of the members should keep an updated calling list of their work team members' work, home, and cell phone numbers both at home and at work.
- All team members should keep this plan for reference at home in case the disaster happens after normal work hours. All team members should familiarize themselves with the contents of this plan.

Instructions for using the business continuity plan

Invoking the plan

This plan becomes effective when a disaster occurs. Normal problem management procedures will initiate the plan, and remain in effect until operations are resumed at the original location or a replacement location and control is returned to the appropriate functional management.

Disaster declaration

The Emergency Management Team, with input from the DRT and IT, is responsible for declaring a disaster and activating the various recovery teams as outlined in this plan.

In a major disaster situation affecting multiple business units, the decision to declare a disaster will be determined by Limco Airepair, Inc. senior management. The EMT and DRT will respond based on the directives specified by senior management.



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Notification

Regardless of the disaster circumstances, or the identity of the person(s) first made aware of the disaster, the EMT and DRT must be activated immediately in the following cases:

- Normal operations are interrupted by wind, fire, hazardous materials incident, flood or flash flood, tornado, winter storm, earthquake, communications failure, radiological incident, civil disturbance, or explosion for three or more hours
- Loss of key supplier or customer
- Any problem with any system or facility that would cause an extended disruption of operations
- Any problem with any system or facility that would cause either of the above conditions to be present or there is certain indication that either of the conditions are about to occur

External communications

Information Technology Coordinator or Human Resources Manager are designated as the principal contacts with the media (radio, television, and print), regulatory agency, government agencies, and other external organizations following a formal disaster declaration.

Plan review and maintenance

This plan must be reviewed semiannually and exercised on an annual basis. The test may be in the form of a walk-through or a mock disaster. Additionally, with the dynamic environment present within Limco Airepair, Inc., it is important to review the listing of personnel and phone numbers contained within the plan regularly.

Responsibility for Plan review

The President/CEO of Limco Airepair, Inc. is responsible for plan review but responsibility can be delegated to the management team on page 5.



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Plan storage

The hard-copy version of the plan will be stored in a common location where it can be viewed by site personnel and the EMT and DRT. Electronic versions will be available via Limco Airepair, Inc. network resources as provided by IT. Changes submitted by the management team will be submitted to the recovery plan coordinator and president for incorporation.

Semi-Annual Review Date	Annual Review Date	Items Reviewed	Walk through or Mock Disaster



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Notification of incident affecting the site

On-duty personnel responsibilities

If within-hours of operation:

Upon observation or notification of a potentially serious situation during working hours at a system/facility, ensure that personnel on site have enacted standard emergency and evacuation procedures if appropriate and notify the EMT and DRT.

If outside hours of operation:

Security personnel should contact the EMT and DRT.

Provide status to EMT and DRT

Contact EMT and/or DRT and provide the following information when any of the following conditions exist: (See Appendix B for contact list.)

- Normal operations are interrupted by wind, fire, hazardous materials incident, flood or flash flood, tornado, winter storm, earthquake, communications failure, radiological incident, civil disturbance, or explosion for three or more hours
- Loss of key supplier or customer
- Any problem with any system or facility that would cause an extended disruption of operations
- Any problem with any system or facility that would cause either of the above conditions to be present or there is certain indication that either of the conditions are about to occur

The EMT will provide the following information:

- Location of disaster
- Type of disaster (e.g., fire, tornado, flood)
- Summarize the damage (e.g., minimal, heavy, total destruction)
- Meeting location that is a safe distance from the disaster scene
- An estimated timeframe of when a damage assessment group can enter the facility (if possible)
- The EMT will contact the respective department team leader and report that a disaster involving an operational disruption has taken place.



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Decide course of action

Based on the information obtained, the EMT and/or DRT need to decide how to respond to the event: mobilize IT, repair/rebuild existing site (s) with location staff, or relocate to a new facility.

Inform team members of decision

If a disaster is not declared, the response team will continue to address and manage the situation through its resolution and provide periodic status updates to the EMT/DRT.

If a disaster is declared, the EMT and/or DRT will notify team members immediately for deployment.

Declare a disaster if the situation is not likely to be resolved within predefined time frames. The person who is authorized to declare a disaster must also have at least one backup person who is also authorized to declare a disaster in the event the primary person is unavailable (See page 30 for the EMT chart).

Contact appropriate vendors (as required)

Disaster declared: Mobilize incident response/Technical services teams/Report to command center

Once a disaster is declared, the DRT is mobilized. This team will initiate and coordinate the appropriate recovery actions. Members assemble at the designated location as quickly as possible. See Appendix E for emergency locations.

Conduct detailed damage assessment (This may also be performed prior to declaring a disaster.)

1. Under the direction of local authorities and/or EMT/DRT, assess the damage to the affected location and/or assets. Include vendors/providers of installed equipment to ensure that their expert opinion regarding the condition of the equipment is determined ASAP.
 - A. Participate in a briefing on assessment requirements, reviewing:
 - (1) Assessment procedures
 - (2) Gather requirements
 - (3) Safety and security issues

NOTE: Access to the facility following a fire or potential chemical contamination will likely be denied for 24 hours or longer.



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- B. Document assessment results using assessment and evaluation forms contained in Appendix F.

Building access permitting:

- Conduct an on-site inspection of affected areas to assess damage to essential hardcopy records (files, manuals, contracts, documentation, etc.) and electronic data.
 - Obtain information regarding damage to the facility (s) (e.g., environmental conditions, physical structure integrity, furniture, and fixtures) from the DRT.
2. Develop a restoration priority list, identifying facilities, vital records and equipment needed for resumption activities that could be operationally restored and retrieved quickly.
 3. Recommendations for required resources.

Contact DRT: Decide whether to continue to business recovery phase

The EMT and DRT gather information regarding the event; contacts senior management and provides them with detailed information on status.

Based on the information obtained, senior management decides whether to continue to the business recovery phase of this plan. If the situation does not warrant this action, continue to address the situation at the affected site(s).

Business recovery phase (96 hours - full recovery)

This section documents the steps necessary to activate business recovery plans to support full restoration of systems or facility functionality at an alternate/recovery site that would be used for an extended period of time. Coordinate resources to reconstruct business operations at the temporary/permanent system location, and to deactivate recovery teams upon return to normal business operations.

Limco Airepair, Inc. system and facility operation requirements

The system and facility configurations for each location are important to re-establish normal operations. A list for each location will be included in Appendix F.



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Notify manufacturing staff/Coordinate relocation to new facility

See Appendix A for manufacturing staff associated with a new location being set up as a permanent location (replacement for site).

Secure funding for relocation

Make arrangements in advance with suitable backup location resources. Make arrangements in advance with local banks, credit card companies, hotels, office suppliers, food suppliers and others for emergency support.

Notify EMT and corporate business units of recovery startup

Using the call list in Appendix B, notify the appropriate company personnel. Inform them of any changes to processes or procedures, contact information, hours of operation, etc. (This may be used for media information.)

Operations recovered

Assuming all relevant operations have been recovered to an alternate site, and employees are in place to support operations, the company can declare that it is functioning in a normal manner at the recovery location.



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Emergency management procedures

The following procedures are to be followed by system operations personnel and other designated Limco Airepair, Inc. personnel in the event of an emergency. Where uncertainty exists, the more reactive action should be followed to provide maximum protection and personnel safety.

Note: Anyone not recognized by the EMT or DRT staff as normally having business in the area must be challenged by the staff who should then notify security personnel.

These procedures are furnished to Limco Airepair, Inc. management personnel to take home for reference. Several pages have been included to supply emergency contacts.

In the event of any situation where access to a building is denied, personnel should report to alternate locations. Primary and secondary locations are listed below.

Alternate locations **Workplace: Tulsa Air and Space Museum**

3624 N 74th East Ave
Tulsa, Ok City, State

- Attempt to contact your immediate supervisor or management via telephone. Home and cell phone numbers are included in this document

Workplace: Tulsa Technology Center, Jones Riverside Airport

801 East 91st Street
Tulsa, OK 74132

- Attempt to contact your immediate supervisor or management via telephone. Home and cell phone numbers are included in this document



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In the event of a natural disaster

In the event that normal operations are interrupted by fire, hazardous materials incident, flood or flash flood, tornado, winter storm, earthquake, communications failure, radiological incident, civil disturbance, or explosion or a major catastrophe affecting the Limco Airepair, Inc. facility, immediately notify the Maintenance Manager, Bill Williams or Vice President of Operations, Mike Hunter.

Procedure

STEP	ACTION
1	Notify EMT and DRT of pending event, if time permits.
2	If the impending natural disaster can be tracked, begin preparation of site within 48 hours as follows: <ul style="list-style-type: none"> • Maintenance department on standby for building security • Secure items such as shelving, boxes, forklifts, or material that is not in a designated enclosure • Basic necessities are acquired by support personnel when deployed: <ul style="list-style-type: none"> • Cash for one week • Food and water for one week • Gasoline and other fuels • Supplies, including chainsaws, batteries, rope, flashlights, medical supplies, etc.
3	24 hours prior to event: <ul style="list-style-type: none"> • Create an image of the system and files • Back up critical system elements • Create backups of e-mail, file servers, etc. • Fuel vehicles and emergency equipment • Secure file cabinets • Secure office doors • Secure engineering document room • Disconnect or shut off gas lines, nitrogen, helium acetylene and welding machines • Secure hazardous chemicals • Notify senior management



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In the event of a fire

If fire or smoke is present in the facility, evaluate the situation, and take the appropriate action as defined in this section. Call 9-1-1 as soon as possible if the situation warrants it.

- Personnel are to attempt to extinguish minor fires (e.g., single hardware component or paper fires) using hand-held fire extinguishers located throughout the facility.
- In the event of a major fire, call 9-1-1 and immediately evacuate the area and relocate to the evacuation zone located in the grassy area south of the Pepsi Plant.
- If possible, the maintenance manager should remain present at the facility until the fire department has arrived.
- Immediately notify senior management.

Procedure

STEP	ACTION
1	Dial 9-1-1 to contact the fire department.
2	Immediately notify all other personnel in the facility of the situation and evacuate the area.
3	Alert emergency personnel on: Fire Department at 918-596-9977 or Police Department at 918-586-9222 Provide them with your name, extension where you can be reached, building and room number, and the nature of the emergency. Follow all instructions given.
4	Alert the EMT and DRT. <i>Note:</i> During non-staffed hours, security personnel will notify the Senior Executive responsible for the location directly.
5	Notify Building Manager. Facility personnel will establish security at the location and not allow access to the site unless notified by the Senior Executive or his/her designated representative.
6	Contact appropriate vendor personnel to aid in the decision regarding the protection of equipment if time and circumstance permit.
7	All personnel evacuating the facilities will meet at their assigned outside location (assembly point) and follow instructions given by the designed authority. Under no circumstances may any personnel leave without the consent of supervision.

In the event of a hazardous materials incident

If a hazardous materials spill is present in the facility, evaluate the situation, and take the appropriate action as defined in this section. Call 9-1-1 as soon as possible.



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- Personnel are not to attempt to clean up the spill. Any hazardous materials that have compromised the facility will be handled by qualified building personnel until the local hazardous materials team arrives.
- In the event of a chemical fire, call 9-1-1 and immediately evacuate the area.
- If possible, the maintenance manager should remain present at the facility until the fire department has arrived.
- Immediately notify senior management.

Procedure

STEP	ACTION
1	Dial 9-1-1 to contact the local hazardous materials handling team and the fire department.
2	Immediately notify all other personnel in the facility of the situation and evacuate the area.
3	Alert emergency personnel on: Haz Mat 800-467-4922, Fire 918-596-9977, Oklahoma Dept of Environmental Quality (spill notification hotline) 800-522-0206 Contact Sooner Emergency Services at 918-583-2021 OR 918-584-1804 Provide them with your name, extension where you can be reached, building and room number, and the nature of the emergency. Follow all instructions given.
4	Alert the EMT and DRT. <i>Note:</i> During non-staffed hours, security personnel will notify the Senior Executive responsible for the location directly.
5	Notify Building Manager. Facility personnel will establish security at the location and not allow access to the site unless notified by the Senior Executive or his/her designated representative.
6	Contact appropriate vendor personnel to aid in the decision regarding the protection of equipment if time and circumstance permit.
7	All personnel evacuating the facilities will meet at their assigned outside location (assembly point) and follow instructions given by the designed authority. Under no circumstances may any personnel leave without the consent of supervision.

In the event of a flood or flash flood

If a flood or flash flood is present in or near the facility, evaluate the situation, determine the severity, categorize the flood as major or minor and take the appropriate action as defined in this section. Call 9-1-1 as soon as possible if the situation warrants it.

- Personnel are to attempt to prevent water from entering the facility by ensuring doors and windows are secured throughout the facility.
- In the event of a major flood, call 9-1-1 and immediately evacuate the area.



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- If possible, the maintenance manager should disable the power to the facility and remain present until the fire department has arrived.
- Immediately notify senior management.

Procedure

STEP	ACTION
1	Dial 9-1-1 to contact emergency personnel.
2	Immediately notify all other personnel in the facility of the situation and evacuate the area.
3	Alert emergency personnel on: Fire Department at 918-596-9977 or Police Department at 918-586-9222 Provide them with your name, extension where you can be reached, building and room number, and the nature of the emergency. Follow all instructions given.
4	Alert the EMT and DRT. <i>Note:</i> During non-staffed hours, security personnel will notify the Senior Executive responsible for the location directly.
5	Notify Building Manager. Facility personnel will establish security at the location and not allow access to the site unless notified by the Senior Executive or his/her designated representative.
6	Contact appropriate vendor personnel to aid in the decision regarding the protection of equipment if time and circumstance permit.
7	All personnel evacuating the facilities will meet at their assigned outside location (assembly point) and follow instructions given by the designed authority. Under no circumstances may any personnel leave without the consent of supervision.

In the event of a tornado

If a tornado is present near the facility, evaluate the situation, determine the severity, and take the appropriate action as defined in this section. Call 9-1-1 as soon as possible if the situation warrants it.

- Personnel are to evacuate their work area and assemble in the break room located in the center of the building.
- If possible, the maintenance manager should remain present at the facility until the emergency personnel have arrived.
- Immediately notify senior management.

Procedure

STEP	ACTION
1	Dial 9-1-1 to contact emergency personnel.
2	Immediately notify all other personnel in the facility of the situation and gather in the break room located in the center of the building.



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3	Alert emergency personnel on: Fire Department at 918-596-9977 or Police Department at 918-586-9222 Provide them with your name, extension where you can be reached, building and room number, and the nature of the emergency. Follow all instructions given.
4	Alert the EMT and DRT. <i>Note:</i> During non-staffed hours, security personnel will notify the Senior Executive responsible for the location directly.
5	Notify Building Manager. Facility personnel will establish security at the location and not allow access to the rest of the facility unless notified by the Senior Executive or his/her designated representative.
6	Contact appropriate vendor personnel to aid in the decision regarding the protection of equipment if time and circumstance permit.
7	All personnel evacuating the facilities will meet at their assigned outside location (assembly point) and follow instructions given by the designed authority. Under no circumstances may any personnel leave without the consent of supervision.

In the event of a winter storm

If winter storm is approaching the facility, evaluate the situation, determine the severity, and take the appropriate action as defined in this section. Call 9-1-1 as soon as possible if the situation warrants it.

- Personnel are authorized leave the facility as soon as possible in order to return to their homes via the safest route possible. Annual leave will be used by employees during their absence. If employees do not have annual leave available, then leave without pay will be used.
- If possible, the maintenance manager should remain present at the facility until all employees have evacuated the building.
- Immediately notify senior management.

Procedure

STEP	ACTION
1	Dial 9-1-1 to contact emergency personnel.
2	Immediately notify all other personnel in the facility of the situation and evacuate the area.
3	Alert emergency personnel on: Fire Department at 918-596-9977 or Police Department at 918-586-9222 Provide them with your name, extension where you can be reached, building and room number, and the nature of the emergency. Follow all instructions given.



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4	Alert the EMT and DRT. <i>Note:</i> During non-staffed hours, security personnel will notify the Senior Executive responsible for the location directly.
5	Notify Building Manager. Facility personnel will establish security at the location and not allow access to the site unless notified by the Senior Executive or his/her designated representative.
6	Contact appropriate vendor personnel to aid in the decision regarding the protection of equipment if time and circumstance permit.
7	All personnel evacuating the facilities will depart the facility as quickly as possible. Contact your immediate supervisor to find out when to return to work.

In the event of an earthquake

If an earthquake occurs at the facility, evaluate the situation, determine the severity, and take the appropriate action as defined in this section. Call 9-1-1 as soon as possible if the situation warrants it.

- Personnel are to secure tools and machinery (if possible) and evacuate the building.
- In the event of a major fire, call 9-1-1.
- If possible, the maintenance manager should remain present at the facility until emergency personnel have arrived.
- Immediately notify senior management.

Procedure

STEP	ACTION
1	Dial 9-1-1 to contact the emergency personnel.
2	Immediately notify all other personnel in the facility of the situation and evacuate the area.
3	Alert emergency personnel on: Fire Department at 918-596-9977 or Police Department at 918-586-9222 Provide them with your name, extension where you can be reached, building and room number, and the nature of the emergency. Follow all instructions given.
4	Alert the EMT and DRT. <i>Note:</i> During non-staffed hours, security personnel will notify the Senior Executive responsible for the location directly.



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5	Notify Building Manager. Facility personnel will establish security at the location and not allow access to the site unless notified by the Senior Executive or his/her designated representative.
6	Contact appropriate vendor personnel to aid in the decision regarding the protection of equipment if time and circumstance permit.
7	All personnel evacuating the facilities will meet at their assigned outside location (assembly point) and follow instructions given by the designed authority. Under no circumstances may any personnel leave without the consent of supervision.



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In the event of a network services provider outage

In the event of a network service provider outage to any location, the guidelines and procedures in this section are to be followed.

Procedure

STEP	ACTION
1	Notify senior management of outage. Determine cause of outage and timeframe for its recovery.
2	If outage will be greater than one hour, wait for service to be restored. If it is a major outage and all carriers are down and downtime will be greater than 12 hours, company cell phones will be used in lieu of internal system.



In the event of a radiological accident

If a radiological accident occurs at the facility, evaluate the situation, determine the severity, and take the appropriate action as defined in this section. Call 9-1-1 as soon as possible if the situation warrants it.

- Personnel are to evacuate the building.
- Call 9-1-1.
- If possible, the maintenance manager should remain present at the facility until the fire department has arrived.
- Immediately notify senior management.

Procedure

STEP	ACTION
1	Dial 9-1-1 to contact the hazardous materials team.
2	Immediately notify all other personnel in the facility of the situation and evacuate the area.
3	Alert emergency personnel on: Fire Department at 918-596-9977 or Police Department at 918-586-9222 Provide them with your name, extension where you can be reached, building and room number, and the nature of the emergency. Follow all instructions given.
4	Alert the EMT and DRT. <i>Note:</i> During non-staffed hours, security personnel will notify the Senior Executive responsible for the location directly.
5	Notify Building Manager. Facility personnel will establish security at the location and not allow access to the site unless notified by the Senior Executive or his/her designated representative.
6	Contact appropriate vendor personnel to aid in the decision regarding the protection of equipment if time and circumstance permit.
7	All personnel evacuating the facilities will meet at their assigned outside location (assembly point) and follow instructions given by the designed authority. Under no circumstances may any personnel leave without the consent of supervision.



In the event of a civil disturbance

If a civil disturbance happens in or near the facility, evaluate the situation, determine the severity, and take the appropriate action as defined in this section. Call 9-1-1 as soon as possible if the situation warrants it.

- Personnel are not to attempt to intervene in the civil disturbance.
- Call 9-1-1 and immediately evacuate the area.
- If possible, the maintenance manager should remain present at the facility until the fire department has arrived.
- Immediately notify senior management.

Procedure

STEP	ACTION
1	Dial 9-1-1 to contact the police department.
2	Immediately notify all other personnel in the facility of the situation and evacuate the area.
3	Alert emergency personnel on: Police Department at 918-586-9222 Provide them with your name, extension where you can be reached, building and room number, and the nature of the emergency. Follow all instructions given.
4	Alert the EMT and DRT. <i>Note:</i> During non-staffed hours, security personnel will notify the Senior Executive responsible for the location directly.
5	Notify Building Manager. Facility personnel will establish security at the location and not allow access to the site unless notified by the Senior Executive or his/her designated representative.
6	Contact appropriate vendor personnel to aid in the decision regarding the protection of equipment if time and circumstance permit.
7	All personnel evacuating the facilities will meet at their assigned outside location (assembly point) and follow instructions given by the designed authority. Under no circumstances may any personnel leave without the consent of supervision.



In the event of an explosion

If fire or smoke is present in the facility, evaluate the situation, categorize the fire as major or minor and take the appropriate action as defined in this section.

- Personnel are to attempt to extinguish minor fires (e.g., single hardware component or paper fires) using hand-held fire extinguishers located throughout the facility. Any other fire or smoke situation will be handled by qualified building personnel until the local fire department arrives.
- In the event of a major fire, call 9-1-1 and immediately evacuate the area.
- If possible, the maintenance manager should remain present at the facility until the fire department has arrived.
- Immediately notify senior management.

Procedure

STEP	ACTION
1	Dial 9-1-1 to contact the fire department.
2	Immediately notify all other personnel in the facility of the situation and evacuate the area.
3	Alert emergency personnel on: Fire Department at 918-596-9977 or Police Department at 918-586-9222 Provide them with your name, extension where you can be reached, building and room number, and the nature of the emergency. Follow all instructions given.
4	Alert the EMT and DRT. <i>Note:</i> During non-staffed hours, security personnel will notify the Senior Executive responsible for the location directly.
5	Notify Building Manager. Facility personnel will establish security at the location and not allow access to the site unless notified by the Senior Executive or his/her designated representative.
6	Contact appropriate vendor personnel to aid in the decision regarding the protection of equipment if time and circumstance permit.
7	All personnel evacuating the facilities will meet at their assigned outside location (assembly point) and follow instructions given by the designed authority. Under no circumstances may any personnel leave without the consent of supervision.

In the event of the loss of key suppliers

If a natural disaster affects key suppliers, evaluate the situation, and take the appropriate action as defined in this section.



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- The Materials Manager will assist the Purchasing Department in obtaining alternate sources for materials necessary for continuing operations.
- If the core supplier in the United States is affected by a natural disaster and Limco Airepair, Inc. facilities are not affected, then Limco will manufacture cores for production. If Limco Airepair, Inc. becomes affected by any of the emergencies listed on the preceding pages, then the primary source of cores for manufacturing will be TAT Technologies, located in Gedera, Israel or other approved core suppliers.
- In the event the brazing furnaces are inoperable due to the loss of supplier, Limco Airepair, Inc. will partner with another Maintenance, Overhaul, and Repair (MRO) facility in the local area or region.
- Immediately notify senior management.

Procedure

STEP	ACTION
1	Materials Manager and Purchasing department obtain alternate sources for materials.
2	Determine if core suppliers will be able to meet manufacturing requirements. If not, begin process to manufacture cores at Limco Facility or affiliates.
3	If the Limco facility is unable to manufacture cores, contact TAT Technologies or other approved core suppliers to begin core manufacturing. .
4	If brazing furnaces are inoperable, contact local MRO facilities to braze cores assembled at the Limco Airepair, Inc. facility. .



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Appendixes

Appendix A: Limco Airepair, Inc. recovery teams

Emergency management team (EMT)

Note: See Appendix B for contact list.

Charter:

The Emergency Management Team (EMT) is responsible for overall coordination of the disaster recovery effort; evaluation and determining disaster declaration; and communications with senior management.

Support activities:

The EMT:

- Evaluate which recovery actions should be invoked and activate the recovery teams
- Evaluate damage assessment findings
- Set restoration priority based on the damage assessment reports
- Provide senior management with ongoing status information
- Act as a communication channel to corporate teams and major customers
- Work with vendors and DRT to develop a rebuild/repair schedule

Disaster recovery team

Note: See Appendix B for contact list

Charter:

The Disaster Recovery Team is responsible for overall coordination of the disaster recovery effort; establishment of the emergency command area; and communications with senior management and the EMT.

Support activities:

- Coordinate with EMT and senior management
- Determine recovery needs
- Establish command center and assembly areas
- Notify all company department heads and advise them to activate their plan(s) if applicable, based upon the disaster situation
- If no disaster is declared, take appropriate action to return to normal operations using regular staff
- Determine if vendors or other teams are needed to assist with detailed damage assessment
- Prepare post-disaster debriefing report
- Coordinate the development of site-specific recovery plans and ensure they are updated semi-annually



IT technical services (IT)

Charter

IT will facilitate technology restoration activities.

Support activities

- Upon notification of disaster declaration, review and provide support as follows:
 1. Facilitate technology recovery and restoration activities, providing guidance on replacement equipment and systems, as required
 2. Coordinate removal of salvageable equipment at disaster site that may be used for alternate site operations

Appendix C: Emergency numbers

First responders, public utility companies, others

Name	Contact Name	Phone
Police Non-Emergency		918-586-9222
Fire Dept Non-Emergency		918-596-9977
Hazardous Materials		800-467-4922
Tulsa Emergency MGT		918-596-9899
Utility Emergency		918-596-9488
Water Line Emergency		918-596-9488
PSO Outage (Electrical)		888-218-3919
FEMA		800-427-2354



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Appendix E: Emergency Command Center (ECC) locations

Emergency command center – **Hampton Inn at Tulsa Hills**

Primary: 7004 S. Olympia Ave West
 Tulsa, OK 74132

Alternate: **Tulsa Air and Space Museum**
 3624 N 74th East Ave
 Tulsa, Ok 74115

Alternate: **Tulsa Technology Center at Jones Riverside Airport**
 801 East 91st Street
 Tulsa, OK 74132



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Appendix F: Forms

Incident/disaster form

Upon notification of an incident/disaster situation the on-duty personnel will make the initial entries into this form. It will then be forwarded to the Emergency Command Center (ECC), where it will be continually updated. This document will be the running log until the incident/disaster has ended and “normal business” has resumed.

TIME AND DATE

TYPE OF EVENT

LOCATION

BUILDING ACCESS ISSUES



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Critical equipment status form

**CRITICAL EQUIPMENT STATUS
ASSESSMENT AND EVALUATION FORM**

Recovery team: _____

<u>Equipment</u>	[-----STATUS-----]		<u>Comments</u>
	<u>Condition</u>	<u>Salvage</u>	
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____
11. _____	_____	_____	_____
12. _____	_____	_____	_____
13. _____	_____	_____	_____
14. _____	_____	_____	_____
15. _____	_____	_____	_____

Legend

Condition: OK - Undamaged
 DBU - Damaged, but usable
 DS - Damaged, requires salvage before use
 D - Destroyed, requires reconstruction/replacement

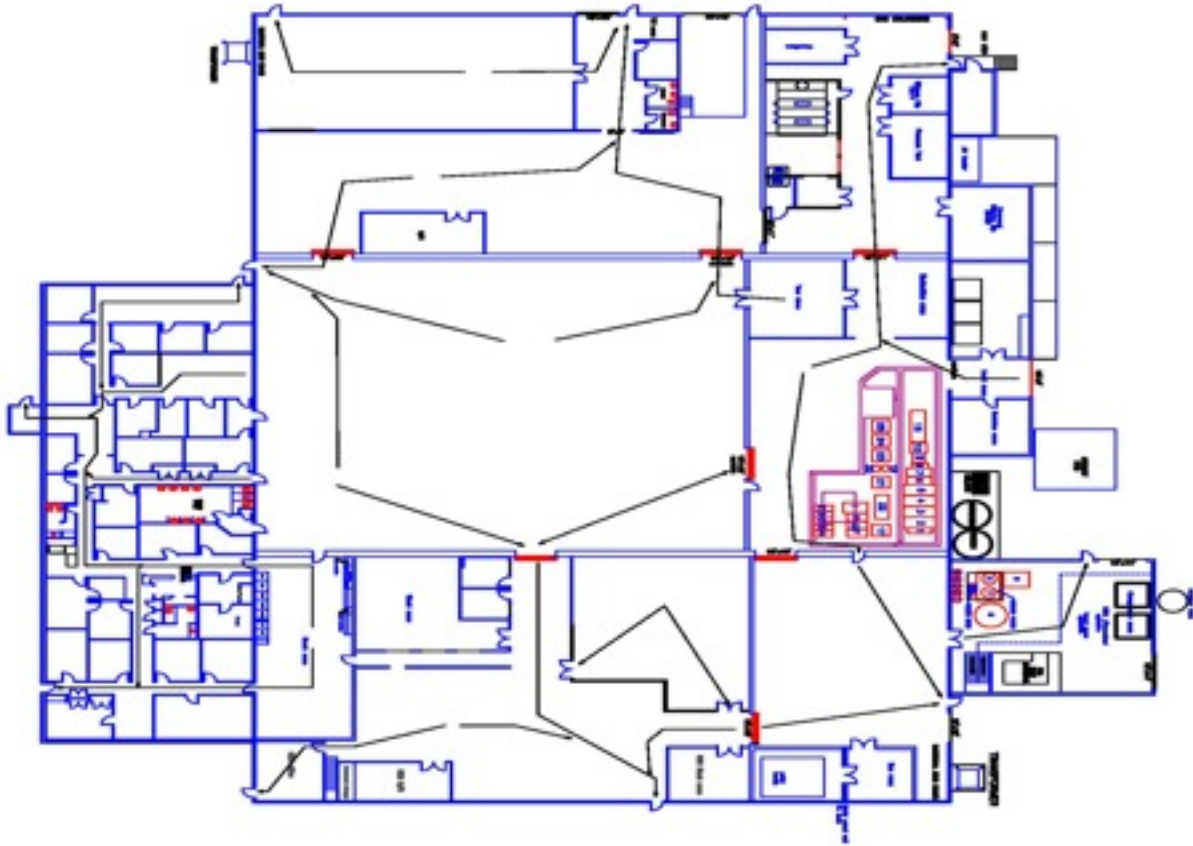


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Appendix G: Building evacuation information

In the event of emergency requiring employees to evacuate the building, the floor plan shown below will be used in order to facilitate the fastest exit possible from the building. Employees will meet across the road in the grassy area located south of the Pepsi Plant.

SEE MAP OF FACILITY ON NEXT PAGE





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Appendix I – IT Procedures

Data backup policy

Full and incremental backups of network data preserve corporate information assets and should be performed on a regular basis for audit logs and files that are irreplaceable, have a high replacement cost, or are considered critical. Backup media should be stored in a secure, geographically separate location from the original and isolated from environmental hazards.

Department-specific data and document retention policies specify what records must be retained and for how long. All departments are accountable for carrying out the provisions of the instruction for records in their department.

IT follows these standards for its data backup and archiving:

Tape retention policy

Backup media is stored at locations that are secure, isolated from environmental hazards, and geographically separate from the location housing the system.

System image tapes

- Yearly back-up tapes are kept for seven years.
- Monthly back-up tapes are kept for one year.
- Weekly back-up tapes are kept for two weeks.
- All tapes are stored off-site.
- The system supervisor is responsible for the transition cycle of tapes.

Off-site storage procedures

- Tapes and disks, and other suitable media are stored in environmentally secure facilities.
- Tape or disk rotation occurs on a regular schedule coordinated with the storage vendor.
- Access to backup databases and other data is tested quarterly.