

## Emergency Notification to Safety Department & Van Liner Insurance – June 2016

### **In the event of a Level 1 incident:**

- **Fuel spill or environmental damage**
  - **Accident with injury (injury possible)**
  - **Fatality**
1. To the extent possible secure the scene and attend to the injured, assess your condition, your crew and surroundings.
  2. Make sure any emergency responders (police or fire) are contacted by dialing 911 -
  3. **Call Planes safety department (John Adleta cell (513-615-6673) or Rob Foltz cell (513-836-6737))** immediately and notify them of all pertinent details. If no answer leave short message.
  4. **If Planes Safety are not reachable, call the Van Liner Insurance emergency line at 800-325-3619**
    - give your name and company you work (or contract for) for (Planes M&S or GWS).
    - Give your cell phone number or number you can be reached if call is cut off
    - Your location and your condition
    - Description of the accident
    - Answer any questions asked by them
  5. With any fatality incident, accident with injury or towing of vehicles from the scene, the Driver will need a DOT post-accident 5 panel drug test and breath alcohol test immediately after being released from the scene by law enforcement. You will need to arrange that with Planes Safety dept. At this point you should contact your dispatcher if possible.

### **In the event of a level II incident:**

- **Accident without injury or anticipated injury**
- **Property damage only**

If necessary or required make sure emergency response is called (police or fire)

1. **Call the safety department - John Adleta cell (513-615-6673) or Rob Foltz cell (513-836-6737)** and report the incident (they are available 24/7)
2. If no answer leave short message and call your dispatcher or local GM and report the incident as soon as possible.
3. If you cannot make direct contact with a Planes safety representative or operations manager, call the **Van Liner emergency number yourself at 800-325-3619**, identify yourself and the company you work for, speak to the operator and report the incident and answer all questions.
4. If possible take pictures of the damage.

When the Planes Safety department is contacted first, they will notify your local Management team and call the Van Liner claims line. If you called the emergency line and reported direct you should then call Planes Safety department or your local manager / dispatcher to discuss what you reported to Van Liner and the specifics about the incident.

For the safety of all, your full cooperation with the above emergency reporting process is expected and appreciated. Thank you.

Steven R. Sabatalo  
Sr. Vice President