

SAFETY PROCEDURES

A. Safety on **RAMP (ANBCPWT)**

- a. **Always** be alert when on the ramp area. Make sure that the area is clear and free of danger.
- b. **Never** walk in front or behind an aircraft with its engine running.
- c. **Be mindful** of the anti-collision lights and flashing beacons of an aircraft when it is activated.
- d. **Cabin Crew** shall challenge anyone who is not wearing an ID pass or who is behaving suspiciously within the ramp area.
- e. **Passengers and crew** are not allowed to stay under the wings of the aircraft.
- f. **When using the ground stairs:**
 - i. **Ensure that the ground stairs are properly positioned and secured** before allowing passengers to use it.
 - ii. **Side safety rails** shall be fully extended.
 - iii. **If the ground stairs were not properly positioned**, ground staff must be instructed to reposition it immediately.
 - iv. Cabin crew should **monitor the height of the step outside the door**. Stop disembarkation when it becomes unsafe.
 - v. **Garbage bags** placed outside the door during ground stop service should be **secured properly** to avoid scattering on the ramp area.
 - vi. Ground handlers should **ensure at least 2 inches clearance is maintained between the GSE and the aircraft and at least 6 inches between the food loader truck and the aircraft**.
- g. **The aircraft's engine should not be running** or operating when:
 - i. Refuelling
 - ii. Boarding or deplaning of passengers
 - iii. Loading or off-loading of cargo

B. Provisions for the **SAFE EVACUATION OF PASSENGERS**

- a. **The airstair door of the FWD SECTION of the aircraft (L1 Door) shall be open at all times on ground;**
- b. Depending on which side refueling shall be done; **the OPPOSITE EXIT shall be manned and then opened by the cabin crew in case of an evacuation.**
- c. **A CLEAR ACCESS PATH from the aircraft to the terminal shall be maintained at all times.**

C. Ground **STOPS**

Passengers may remain onboard the aircraft during ground stops provided it is not prohibited by local regulations and the following safety precautions are observed:

- a. **Fifty percent (50%)** of aircraft cabin doors, including **ONE FWD AND ONE AFT** are **AVAILABLE** for used as emergency exits.
- b. **When loading bridge is not available, aircraft stairs has to be POSITIONED AT THE MAIN DOOR.**
- c. Cabin Crew shall **CHECK OUTSIDE CONDITION** of their assigned doors. Ensure area is **CLEAR** for possible slide deployment or evacuation. (CC report to L1 to inform RA)
- d. **NO SMOKING** policy is strictly enforced.
- e. Seatbelts should be **UNFASTENED**.
- f. Aisle and exits shall be **CLEAR OF OBSTRUCTIONS**.
- g. Use of lavatory shall be **ONE AT A TIME ONLY**.
- h. **QUEUING ON THE AISLE** is not permitted; passengers may use the vacant seats while waiting for their turn.

D. **REFUELLING** with PAX onboard or embarking/disembarking (**FUELS**)

- a. **FOCUS** on your readiness for an expeditious evacuation situation.
- b. **UPDATE** the passengers with the Refueling Activities.
- c. **EMERGENCY EXITS**
 - i. Main Entry Door shall be open with stairs/aerobridge or any available passage. **The main entry door will be used for precautionary disembarkation.**
 - ii. **ALL LEFT- SIDE EXITS** are designated for **evacuation**.
 - iii. On **Airbus fleet**: all other **left-hand side exits** shall be **ARMED** so that in the event of a rapid evacuation the slides will be deployed.
 - iv. Ensure **aisles and exits are free from obstruction**.
 - v. Ensure that the **area outside** the designated emergency evacuation exits is **unobstructed**
 - vi. If **stairs / aerobridge is available** for the L2/L4 door, it shall **REMAIN OPEN**.
- d. **LINKS** among the flight crew and cabin crew shall be maintained through effective CRM.
- e. **STATIONS ASSIGNED DURING REFUELING**

DHC-8-400		A320-200	
DHC-8-400NG			
L1	Man L1 door area	L1	Man L1 door area
		R1	Forward portion of the cabin
L2	Man L2 door area	L2	Man L2 door area
		R2	Aft portion of the cabin

E. TORCHING

- May occur for **2-3 seconds** at initial engine start. This is **normal**.
- If it continues, **notify PIC**, as it may be an engine fire.

F. RAT ERADICATION procedures

- Upon **DISCOVERY** of a mouse or rat in the aircraft, Cabin Crew SHALL immediately:
 - Inflight** - Inform PIC and report in the CML
 - On **ground** - Inform PIC, M&E, ASD personnel and report in the CML
- On **ground**, L1/SCC to inform Scheduling Department about the incident.
- L1/SCC to confirm with **ASD personnel** that **flight will be cancelled**.
- L1/SCC to coordinate with **Scheduling and ASD** regarding **crew rest or accommodation handling**.
- Affected aircraft SHALL be **quarantined for the longest/available ground time (6 to 12 hours)**.
 - NOTE**: **Second compliance** will be performed **within 7 days** upon the **discovery of mouse/rat**.
- All **personal belongings** of F/D Crew and Cabin Crew SHALL be **offloaded**.
- Stations w/ catering - offload all catering equipment and supplies.
- Non-catering stations - offload all catering supplies and trash.
 - NOTE**: Information about rat sightings shall be strictly **CONFIDENTIAL**..

G. PROHIBITIONS in Flight (**PeCSTUT**)

- Personal Electronic Devices** (mobile phones included)
- Consumption** of alcoholic beverages
- Smoking**
- Tampering** of smoke detectors and emergency equipment
- Unsecured** bulky items on aisle and exits
- Tampering** of doors and exits

H. CABIN READY report

- Given once the aircraft starts moving on its power** since communication between the ground personnel and the flight crew has ended.
- L1 will inform the flight crew via **interphone or cabin ready button**.

I. How to PREVENT PANIC (DIDI)

- a. Discipline
 - i. Cabin crew must maintain a certain **ascendancy** over the passengers so that they accept what they are told, and subsequently, **carry out orders without question**.
- b. Instruction
 - i. Assisting "A" pax must be given **clear, concise** and thorough instructions to prevent confusion.
- c. Diversion
 - i. Passengers may be **assigned to look** after fellow passengers in need.
- d. Correct Information
 - i. Cabin crew should **consult with Flight Crew for correct information** given to the passengers.

J. OVEN FIRE prevention (NEVER³DoArt)

- a. Never store items, which might catch fire.
- b. Never leave an oven unattended when it is ON.
- c. Never remove flaming items from the oven.
- d. Do NOT reset any tripped/popped circuit breaker.
- e. Articles that could contribute to fire such as matches must be stowed properly in the galley compartments.

K. FIRE PREVENTION & CONTROL (Check⁴✓)

- a. ✓ SMOKING REGULATIONS are strictly followed.
- b. ✓ CHD are not playing with matches or lighters.
- c. ✓ PAX ACTIVITY -not involved in any that may affect the safety of the flight.
- d. ✓ LAV for any smoke or fire as often as possible preferably every 15 minutes.

L. CIRCUIT BREAKERS (CB)

- a. RISK : re-engaging a CB is that it may subsequently **cause further damage to the malfunctioned system and subsequently induce electrical fire**.
 - i. **NOTE**: Any popped circuit breaker shall be reported to the PIC.
- b. INFLT: A pilot **CANNOT re-engage** a tripped CB **UNLESS** the Captain, using his emergency authority, judges it **necessary for safe continuation of the flight**. In this case, **only one re-engagement should be attempted**.
- c. **ALLOWED** to operate:
 - i. Flight Deck crew
 - ii. Maintenance personnel

EMERGENCY PROCEDURES

A. Fuel **SPILLAGE**

- a. Any fuel spillage no matter how small, shall be regarded as a potential fire source and must be dealt with immediately. Prompt action, good judgement and initiative of the personnel are of major importance to prevent hazards arising from fuel spillage.
- b. In the event of fuel spillage, the following actions should take place:
 - i. Fuel technician shall stop the refueling operation and advise PIC.
 - ii. Stop passenger boarding.
 - iii. If passengers are on board, coordinate with the PIC to commence rapid disembarkation using the main entry door with stairs/aerobridge.
 - iv. Be alert in case of fire.
 - v. Normal operations shall not be resumed on the aircraft, or any engines started before it is determined that it is safe to continue.
 - vi. If fuel spilled on any load, then such items are not to be loaded into the aircraft.
 - vii. L1 to coordinate with PIC and Ground crew for further instructions.

B. Fueling **FIRE** **(NEAT)**

- a. **Notify** the Captain immediately.
- b. **Evacuate** passengers using all possible exits.
- c. **Assemble** passengers at a safe distance from the **aircraft**.

C. Over **PRESSURIZATION**

- a. **SIGNS** that the aircraft has not been depressurized on ground:
 - i. **Hissing sound** around exits
 - ii. **Failure of exits to open** when normal pressure is exerted.
- b. **HAZARD**
 - i. It might **prevent deplanement / evacuation** in an emergency.
 - ii. If the door is forced open, it **can throw the person out onto the ramp**.
- c. **PROCEDURES**

- i. During normal and emergency operation, if the exit is unusually difficult to operate or cannot be opened, **Cabin Crew should not attempt or use excessive force to open the exit.**
- ii. **AFT cabin crew shall be informed** of the situation.
- iii. L1 shall **inform PIC immediately.**

D. Rapid **DISEMBARKATION**

a. INFORMATION

- i. **WHAT:** A reversal of the passenger flow on the aerobridge or airstairs so PAX about to embark are moving away from the aircraft.
- ii. **WHEN:** FLT crew deems that **precautionary egress from the aircraft is necessary** BUT NOT YET an immediate emergency.
- iii. For **example:** Fuel Spillage
- iv. It is critical that passengers are commanded to **leave all belongings behind as not to impede disembarkation flow.**

b. PROCEDURE (**UTCCA**)

- i. Upon assessment that Rapid Disembarkation Is necessary, PIC will command:
 - 1. "ATTENTION CABIN CREW, DISEMBARK THE AIRCRAFT IMMEDIATELY"
- ii. The L1/SCC shall immediately announce over the PA:
 - 1. "LEAVE EVERYTHING, EXIT THE AIRCRAFT IMMEDIATELY".
- iii. Cabin Crew assigned in unopened doors will direct passengers to the open exits with the command:
 - 1. "EXIT BLOCKED, GO THAT WAY!"
- iv. Cabin Crew assigned in opened doors (with airstairs/airbridge) command passengers:
 - 1. "LEAVE EVERYTHING, EXIT HERE, GET OUT!"
- v. After all passengers have disembarked the cabin, Cabin Crew will do the final check of their respective areas then clear out of the aircraft immediately.

c. GUIDELINES (**AERR**)

- i. **Aircraft doors** which were used for boarding shall also be used for rapid disembarkation.
- ii. **Emergency exits and slides are NOT used in a rapid disembarkation** unless the crew members decide that this has become necessary and will give the necessary command to the passengers.
- iii. **Rapid disembarkation is a rapid egress from the aircraft;** therefore, passengers and crew members will leave all their belongings on board unless they are instructed otherwise.
- iv. **Rapid disembarkation can progress to a full evacuation.** Cabin crew members are to be always alert and aware of the situation. If the situation is escalated to a full evacuation, the corresponding commands should be given.

E. DECOMPRESSION

a. INFORMATION

- i. **General indication:** Drop out of oxygen masks in the cabin.
- ii. **Types**
 1. Slow- Gradual loss of pressure
 2. Rapid- Sudden loss of pressure

b. SIGNS

SIGNS OF SLOW DECOMPRESSION	
CABIN EFFECTS	PHYSIOLOGICAL EFFECTS
There is usually no obvious signs until the presence of the drop-out masks (for A320 / A321)	Dizziness, fatigue or headache
	Euphoria
No Smoking / Fasten Seatbelt signs will illuminate	Clumsiness
	Poor coordination
	Impaired judgment and vision

SIGNS OF RAPID DECOMPRESSION	
CABIN EFFECTS	PHYSIOLOGICAL EFFECTS
Loud bang	Difficulty in breathing and speaking
Presence of fog or mist in the cabin	Impaired judgment and vision
Rapid drop in temperature	Poor coordination
Sudden steep dive	Intestinal pain
Debris being sucked out of the cabin	Dizziness
Loose objects flying all over in the cabin	Sinusitis
Sudden coldness inside the cabin	Pain in the ears
Strong and sudden rush of air leaving the cabin	Rapid chest expansion

c. PROCEDURES

i) Slow Decompression Procedures	
AIRBUS AIRCRAFT	TURBO-PROP
1. Flight deck crew shall inform the Cabin Crew in the event of a slow decompression.	
2. If signs of slow decompression manifest first in the cabin, the Cabin Crew shall report it immediately to the Captain.	
3. Secure equipment/compartments, the quickest possible means.	
4. L1 shall make an announcement via PA: "WE ARE EXPERIENCING GRADUAL LOSS OF PRESSURE – RETURN TO YOUR SEAT – FASTEN SEATBELT - DO NOT STAY IN THE LAVATORIES."	4. L1 shall make an announcement via PA: "WE ARE EXPERIENCING A GRADUAL LOSS OF PRESSURE – RETURN TO YOUR SEAT – FASTEN SEATBELT - DO NOT STAY IN THE LAVATORY."
5. Occupy jumpseat and wait for further instructions or for possible dropping of masks.	5. Occupy jumpseat and wait for further instructions from the Captain.
6. Upon dropping of masks, command passengers repeatedly: "PUT ON MASK"	6. Remain seated until the aircraft has leveled off, the Captain will advise the Cabin Crew and Passengers once the aircraft has reached a safe altitude.
7. Demonstratively put on mask.	
8. Keep the mask on and remain seated until the aircraft has leveled off, the Captain will advise the Cabin Crew and Passengers once the aircraft has reached a safe altitude.	

ii) Rapid Decompression Procedures	
AIRBUS AIRCRAFT	TURBO-PROP
1. Take the nearest seat and fasten seatbelt.	
2. Demonstratively put on mask.	2. Command passengers: "RETURN TO YOUR SEAT - FASTEN SEATBELT - DO NOT STAY IN THE LAVATORY"
3. Command passengers: "RETURN TO YOUR SEAT - FASTEN SEATBELT - PUT ON MASK - DO NOT STAY IN THE LAVATORIES"	3. Once secured in the jump seat, cabin crew will repeatedly command the passengers to: "FASTEN SEATBELT"
4. Keep mask on and remain seated until the aircraft has leveled off. The Captain will advise the Cabin Crew and Passengers once the aircraft has reached a safe altitude.	4. Remain seated until the aircraft has leveled off. The Captain will advise the Cabin Crew and Passengers once the aircraft has reached a safe altitude.

F. POST DECOMPRESSION (Procedure)

- Get POB
- Check the **condition** of the *co-crew, flight crew, PAX and LAV.*
- Administer **oxygen** as necessary.
- Administer **first aid immediately**: notify PIC when possible.
- With the captain's permission, **reseat PAX if necessary.**
- Secure the cabin**
- Remember to **restrict passenger and crew movement** as much as possible. The crew is active and at risk of suffering from hypoxia.
- Be prepared for the possibility of an emergency landing.**

G. Time of USEFUL CONSCIOUSNESS

AVERAGE TIME OF USEFUL CONSCIOUSNESS	
22,000 ft	5 minutes
25,000 ft	2 minutes
28,000 ft	1 minute
30,000 ft	45 seconds
35,000 ft	30 seconds
40,000 ft	18 seconds

Table 3.5: Average Time of Useful Consciousness

- NOTE:** Since TUC given are for people at rest, TUC for working cabin crew will be less.

H. CRACKED window or LEAKED door (MIIB)

- Move passengers away from the area.
- Inform other Cabin Crew.
- Inform the Captain.
- Blankets/ pillows may be used to block the leak.

I. TURBULENCE

a. INTENSITY & TYPES

i. LIGHT

1. Aircraft Reaction:
 - a. **Slight erratic changes in altitude/attitude**
2. Conditions Inside the Aircraft:
 - a. Liquids are **shaking but not splashing** out of cups.
 - b. Carts can be maneuvered with **little difficulty**.
 - c. Passengers may feel a **light strain against the seatbelts**.

ii. MODERATE

1. Aircraft Reaction:
 - a. Changes in altitude/attitude occur but with **more intensity than light turbulence**.
 - b. Aircraft remains in control at all times.
2. Conditions Inside the Aircraft:
 - a. Liquids are **splashing out of cups**.
 - b. **Difficulty to walk or stand** without balancing or holding on to something.
 - c. Carts are **difficult to maneuver**.
 - d. Passengers feel **definite strain against the seatbelt**.

iii. SEVERE

1. Aircraft Reaction:
 - a. Large, **abrupt changes in altitude/attitude**.
 - b. **large variations in airspeed**
2. Conditions Inside the Aircraft:
 - a. Items are **falling over, unsecured items are tossed about**.
 - b. **Walking is impossible**
 - c. Passengers are **forced violently against seatbelts**.

b. GENERAL PROCEDURES

- i. Flight Crew will monitor weather conditions and turn ON the fasten seatbelt sign prior to and/or during turbulence.
- ii. After the fasten seatbelt sign is switched ON, L1/SCC SHALL make the appropriate announcement.
- iii. Cabin Crew SHALL secure and lock all equipment such as the service trolley.
- iv. Cabin Crew SHALL proceed to his jump seat while checking for passenger compliance.
- v. Restrict the use of lavatories.
- vi. Cabin Crew confirms "Cabin Secured" to L1 through the interphone.
- vii. After the Fasten Seatbelt Sign is OFF, check passengers.

1. Be aware of nervous passengers.
2. Give reassurance
3. Give extra airsickness bag

c. PROCEDURES BY TURBULENCE LEVEL

Level	Seatbelt Sign	Cabin Service	Cabin Crew Action
LIGHT	1 Chime	<ol style="list-style-type: none"> 1. Stop service. 2. Preparation of meals / beverage during turbulence is NOT allowed. 3. Secure all service items inside the service trolley and return it to the galley. Service trolleys SHALL be stored in their galley compartments with the brakes on and galley latches in place. 4. Compliance with the seat belt sign for passengers and crew. 5. Draw/open and secure galley curtains to ensure cabin is visible from the crew seat. 	<ol style="list-style-type: none"> 1. <u>Make periodic announcements when the fasten seat belt sign is ON for a long time or when passengers do not comply with the seat belt sign.</u> 2. Ensure passengers to fasten seatbelt. Cabin Crew SHALL verbalize seatbelt requirements. 3. Return to the jump seat, fasten seat belt and shoulder harness. 4. Assist less agile passengers/PWD/mothers with infants/children in fastening their seatbelt. Infants must be removed from bassinets and secured on adult's lap or in an approved Child Restraint Device.
MODERATE	2 Chimes	<ol style="list-style-type: none"> 1. Stop service immediately. 2. Secure all service items inside the service trolley as fast as possible. 3. Place hot liquids, water jugs/pots in carts. If not possible, place them on the floor. 4. If time permits, return the service trolley in their galley compartments with the brakes on and galley latches in place. 5. If returning to the galley is impossible, Cabin Crew SHALL put down service items on the floor and kneel down. Ensure the brakes of the service trolley are applied. 6. Draw/open and secure galley curtains to ensure cabin is visible from the crew seat. 	<ol style="list-style-type: none"> 1. <u>Make periodic announcements when the fasten seat belt sign is ON for a long time or when passengers do not comply with the seat belt sign.</u> 2. In the event wherein the turbulence intensifies and a vacant aisle passenger seat within the immediate vicinity is available, Cabin Crew SHALL occupy it and fasten seatbelt while holding on to the service trolley. 3. If there is no vacant aisle passenger seat, Cabin Crew SHALL put down service items on the floor and sit on their heels on the floor or kneel down. Cabin Crew SHALL still hold on to the service trolley.
SEVERE			

d. ADDITIONAL CABIN CREW GUIDELINES

- i. When the seatbelt sign is still "ON" for more than 5 minutes and the shaking of the aircraft subsides, and no advisory received from the Flight Crew, the L1/SCC SHALL call the PIC to ask if it is safe to continue the inflight service or not.
- ii. If time permits Cabin Crew SHALL continue with the inflight service. If not, ensure all service items are properly stowed in the galleys.
- iii. If turbulence continues until descent phase (recycling of Fasten Seat Belt Sign), L1/SCC SHALL make a PA Immediately and all passenger and cabin crew SHALL sit with seatbelts securely fastened.

J. Crewmember **INCAPACITATION**

a. PILOT INCAD (Procedures) **4R's**

- i. **Recognize** the incapacitation
- ii. **Restrain** the incapacitated pilot.
- iii. **Remove** the incapacitated pilot from the FLIGHT CREW COMPARTMENT when the aircraft is under control and fully stabilized.
- iv. **Re-organize** the FLIGHT CREW and prepare for landing.

b. CABIN CREW INCAD

i. Inflight

1. Two-Man Crew (**NTATAS**)

- a. **Notify the Captain** immediately.
- b. **The incapacitated crew must occupy a passenger seat except exit row seats.**
- c. **Administer first-aid** as necessary.
- d. **The remaining crew shall assume L1 duties and occupy the L1 jump seat.**
- e. **Assisting passengers shall be reseated on the L2 jump seat** and shall be briefed regarding duties and procedures in case of emergency evacuation.
- f. **Suspend Inflight Service**

- **Note: Multiple Crew Operations**

- **Same with Two-man Crew** with addtl procedures:
 - **Re-organize cabin crew** according to seniority.
 - **Assisting passengers shall be reseated on the R2 (A320) / R4 (A321) jump seat** and shall be briefed regarding duties and procedures in case of emergency evacuation.

ii. On Ground

1. Manila / Cebu/ Any Hub Station with Available Cabin Crew Reserves.

- a. **Inform Captain, Ramp Agent** and request for medical assistance.
- b. Request Ramp Agent to inform IOCC and CCOD.
- c. CCOD shall ensure INCAD Cabin Crew receives medical attention.
- d. **Scheduling shall do necessary adjustments in affected Cabin Crew schedule** and ensure manning of affected flights.

2. Outstation

- a. **Inform Captain, Ramp Agent** and request for medical assistance, etc.
- b. If INCAD crew will join flight, advise ramp agent of seat assignment:

- i. A320-200 / A321-200: **First row, right-hand side, window seat**
- ii. DHC-8-400 / DHC-8-400NG: **Last row right-hand side, window seat**
- c. Request station manager to **inform IOCC, CCOD and/or FOD.**
- d. The flight may proceed commercially provided the **ratio of passengers to cabin crew** is followed (**50:1**)
- e. Cabin Crew shall **re-organize according to seniority.**
- f. **Suspend Inflight Service**

K. FIRE Inflight

a. Methods of Extinguishment

- i. Fuel Removal
- ii. Oxygen Removal
- iii. Heat Removal
- iv. Interrupting the chemical chain reaction

b. General Procedures for Fire Fighting

- i. Investigate the source of fire
- ii. One Cabin Crew shall inform FLIGHT CREW of what is happening: **(TyLSA)**
 - 1. **Type/nature** of fire
 - 2. **Location** of fire
 - 3. **Severity**
 - 4. **Actions** being taken
- iii. Get right extinguisher
- iv. Fight the fire
- v. Report to Captain for further instructions.

c. Duties of Cabin Crew in Fire Fighting

- i. **Cabin Crew Who Discovered the Fire**
 - 1. Locate the fire.
 - 2. Fight the fire.
 - 3. Call the back up cabin crew.
 - 4. Monitor fire for re-ignition.
- ii. **Back-up Cabin Crew**
 - 1. Obtain a back-up BCF.
 - 2. Call another Cabin Crew to inform the Captain.
 - 3. Remove the oxygen bottle away from the fire.
 - 4. Move passengers away from the fire.
 - 5. For Lithium Fire, obtain a Fire Containment Bag and don Fire Gloves.

iii. **Communicator**

1. Inform the Captain.
2. Distribute wet towels or blankets to passengers.
3. Keep the captain informed.

iv. **Support Crewmembers**

1. These crewmembers are **not directly involved in the firefighting effort but will be required to provide assistance** (e.g. to relocate passengers, administer first-aid, calm and reassure passengers).

L. **OVEN/GALLEY FIRE Procedure**

- a. **Close** air vents and oven doors.
- b. **Turn off** the oven power and all galley switches.
- c. **Inform Flight Crew** so that they can turn off all switches.
- d. **If smoke or fire is still present:** Don PBE and fire gloves if necessary.
- e. **Get a fire extinguisher**, while another cabin crew is standing with an additional fire extinguisher.
- f. **Open the oven door slightly**, enough to insert the nozzle of the fire extinguisher into the oven.
- g. **Fight the fire** using the fire extinguisher and then close the oven door.
- h. **Repeat as necessary.**
- i. **Do not attempt to activate any switch.**
- j. **Report to Captain** for any instructions.

M. **CABIN FIRE Procedure**

- a. **Put on a full-face mask and long-sleeved jacket** if necessary.
- b. Immediately **get the fire extinguisher.**
- c. **Fight the fire**, while calling a second attendant and stand by with another extinguisher.
- d. If fire is not visible, **feel for the hot areas of the cabin.**
- e. **Inform Captain**, about: **TyLSA**
- f. To prevent possible development of panic, **announcements** must be made.
- g. **Drop out mask must NOT BE USED**, as a portion of smoke in the cabin could be inhaled.
- h. **All POBs should be removed from the vicinity.**

N. LAVATORY FIRE Procedure

- a. A lavatory fire may present special difficulties. Special protective equipment may be indicated if the closed lavatory doors feel hot to touch or if heavy smoke is observed escaping through the door edges.
- b. Put on if necessary, a **long-sleeved jacket to minimize exposure of bare skin to flame.**
- c. **Notify the Flight Crew** while another is extinguishing the fire.
- d. **Get down low and open the door slightly** and depress the handle of the fire extinguisher. .
- e. **Close the lavatory door.**
- f. **Check** after one minute.
- g. **Spray again** if needed
- h. When dealing with a lavatory fire, **containment of the fire is of primary importance** as it is a key factor in preventing the fire from spreading.
- i. **Use the fire ax to gain access to suspected electrical fire behind panels,** after consultation with the Flight Crew.

O. GROUND SMOKE/FIRE Procedure

- a. Inform the Captain
- b. Immediately evacuate passengers through designated exits.

P. SEAT CUSHION/FABRIC FIRE Procedure

- a. Smother with a blanket or coat.
- b. In case of seat cushion fire - remove the cushion and place it on the floor.
- c. Use a water fire extinguisher.
- d. If a portable fire extinguisher is used, pour water or any non-flammable liquid to extinguish all smoldering material.
- e. Inform the Captain.

Q. ASHTRAY FIRE Procedure

- a. Close cover or pour water or any non-flammable liquid.
- b. Inform the Captain.

R. LIGHT BALLASTS FIRE Procedure

- a. If smoke is eminent from any of the ceiling lights, immediately turn off the cabin lights.
- b. Inform the Captain.
- c. Calm and reassure passengers.
- d. Reseat passengers if necessary.

S. LITHIUM FIRE Procedure

LITHIUM FIRE FIGHTING PROCEDURES	
1.	Relocate passenger/s away from the PED.
2.	Use the portable fire extinguisher to prevent the spread of the fire adjacent battery cells and materials.
3.	Disconnect the PED from the power supply, if safe to do so. <ol style="list-style-type: none"> a. Turn off in-seat power, if applicable. b. Verify that power to the remaining electrical outlets remains off; do not attempt to remove the battery.
4.	Pour water, or other non-alcoholic liquid, from any available source over the cells immediately after extinguishing the fire for at least 15 minutes. <i>NOTE: Only water or other non-alcoholic liquid can provide sufficient cooling to prevent re-ignition and/or spreading of the fire to adjacent batteries. Significant cooling is needed to prevent the spread of fire to additional cells in a battery pack. Liquid may turn to steam when applied to the hot battery.</i>

	WITH FIRE CONTAINMENT BAG & GLOVES	WITHOUT FIRE CONTAINMENT BAG & GLOVES (in the event that all FCBs are used)
5.	Retrieve appropriate Fire Containment Bag & Don Fire Gloves. <ol style="list-style-type: none"> a. Open Fire Containment Bag. b. Pick up PED. c. Insert PED into the bag, douse with water enough to submerge PED and close the flap thoroughly. 	Leave the PED in its place; Monitor for any re-ignition. <ol style="list-style-type: none"> a. Do not attempt to pick-up or move the PED. b. Do not cover or enclose the PED. c. Do not use ice or dry ice to cool the PED.
6.	Place the bag inside the lavatory – Lavatory E for A320/321 and FWD Lavatory for turbo-prop then lock the door.	When the PED has cooled (at least 15 minutes dousing of water): <ol style="list-style-type: none"> a. Obtain a suitable empty container (e.g. STC, metal trash bin) b. Fill the container with enough water (or other non-flammable liquid) to submerge the device c. Using protective equipment, place the device in the container and completely submerge in water (or other non-flammable liquid). d. Stow and (if possible) secure the container to prevent spillage. e. Do not attempt to remove the battery from the device.
7.	If Lithium Fire originated from the flight deck: <ol style="list-style-type: none"> a. PIC will initially fight the fire using portable fire extinguisher. b. PIC will call the Cabin Crew and nearest crew to the flight deck SHALL enter together with a Fire Containment Bag & Don Fire Gloves. c. Upon entering, Cabin Crew SHALL remove the device from the Flight Deck and follow procedures 5-6 on the use of Fire Containment Bag. 	
8.	Monitor the PED and the surrounding area for the remainder of the flight.	
9.	Inform PIC regarding the status.	

T. EXCESSIVE SMOKE/ FIRE OUT OF CONTROL Procedure

- a. Stow fire extinguisher.
- b. Sit down and fasten your seatbelt.
- c. Inform Captain.
- d. Expect cabin depressurization and rapid descent.
- e. Wait for instructions from the Captain.

U. GAS FUMES (ENLOF)

- a. **Enforce no smoking** - use verbal commands, do not use the P.A. System.
- b. **Notify the Captain by entering the FLIGHT CREW.**
- c. **Leave all electrical switches in their current position**
- d. **Obtain the nearest fire extinguisher.**
- e. **Follow** instructions from the Captain.

V. Smoke Inflight (IWIWAG)

- a. **Immediately inform the Captain via INTERPHONE ONLY.** (The "FASTEN SEATBELT" sign and "NO SMOKING" sign will be illuminated.)
- b. **When gaining access behind panels, be aware of the presence of wiring bundles.** Make a careful incision in the panel to pass extinguisher nozzle or lever the panel to gain access.
- c. **Inform Captain of the cabin area where the smoke seems to come from, its extent and whether it is tolerable.** Access with care.
- d. **Wait and carry out Captain's instructions.**
- e. **Advise passengers to bend forward and stay low below the smoke level to avoid smoke inhalation.**
- f. **Give wet towels and advise passengers to cover their nose and mouth.**

W. Rejected/Aborted Take-Off

- a. Rejected/Aborted Take-Off (less intensity)
 - i. Remain in their seats with their harness and seat belts fastened until the aircraft comes to a complete stop.
 - ii. Wait for instructions.
 - iii. Cabin crew should be alert for any unusual noise, odor or vibration in the cabin. Inform the L1 immediately.
 - iv. If the aircraft is towed back to ramp, L1 should do the proper announcement to inform the PAX.
 - v. L1 should log the said incident in the flight report.

- b. **violent or intense stopping** roll of the aircraft
 - i. The Cabin Crew should immediately assume their bracing position
 - ii. Instruct passengers by continuously shouting until the aircraft has come to a complete stop.

"BEND DOWN!"

- iii. If the L1 is instructed to proceed to the flight deck compartment for instructions, the L1 should announce over the PA system:

"CABIN CREW, MAN YOUR DOORS AND WAIT FOR FURTHER INSTRUCTIONS!"

- iv. Cabin Crew should man their assigned door and observe for any unusual noise, odor or vibration in the cabin. Inform the L1 immediately
- v. Carry out the instructions of the Captain.

X. Precautionary Disembarkation

COMMANDS & PROCEDURES	
FLIGHT CREW	CABIN CREW
<p>“Remain Seated – Wait for Further Instructions”</p>	<p>Stand by your emergency exits, ready to carry out instruction from the flight crew.</p>
	<p>Once the flight crew has designated the doors to be opened:</p> <ol style="list-style-type: none"> Instruct exit row passengers to hold back other passengers while you: <ol style="list-style-type: none"> Check safety of outside conditions Check if door is in armed position/ automatic mode/ has slides engaged (if applicable). Open the exit. Check if slide is safe (if applicable) <ol style="list-style-type: none"> Properly deployed and inflated Not too steep or banked to one side Touches the ground; not dangling. Re-check safety of outside conditions. Instruct exit row passengers to descend first and assist other passengers as they go down. Direct precautionary disembarkation leading to your respective designated exits via the command: <p style="text-align: center;">“Exit Here – Shoes Off (If applicable) – Get Out”</p> <p><i>Avoid any manner of urgency, as the intention is to clear the aircraft swiftly with maximum safety and avoidance of injury. Maintain a regular tempo of commands with a firm and clear voice.</i></p> CC whose doors are not being used for precautionary disembarkation must redirect passengers to the designated exits. <p style="text-align: center;">“Exit Blocked – Go That Way”</p> Be alert as the Captain may decide to designate other doors.

i) PROMOTION TO A RAPID EVACUATION

A Precautionary Disembarkation may however suddenly be upgraded to **Rapid Evacuation**.

COMMANDS & PROCEDURES	
FLIGHT CREW	CABIN CREW
<p>“Evacuate Aircraft”</p>	<p>Cabin crew assigned to usable primary exits must initiate rapid evacuation. Escalate the flow of evacuation.</p>
	<ol style="list-style-type: none"> If applicable, CC nearest Evacuation Alert System activates it. Reset as soon as possible. Initiate evacuation. Direct evacuation via the command: <p style="text-align: center;">“Exit Here – Shoes Off (If applicable) – Get Out”</p>

Table 3.12: Promotion to Rapid Evacuation Commands and Procedures

ii) DOWNGRADE TO A PRECAUTIONARY DISEMBARKATION

During a planned emergency preparation, the Captain may suddenly downgrade an emergency evacuation to a precautionary disembarkation.

COMMANDS & PROCEDURES	
FLIGHT CREW	CABIN CREW
<p>“Remain Seated - Wait for Further Instructions”</p>	<p>Stand by your emergency exits, ready to carry out instructions from, the flight deck. Same procedures as normal precautionary disembarkation. Command:</p> <p style="text-align: center;">“Exit Here – Get out”</p>

Table 3.13: Downgrade to Precautionary Disembarkation Commands and Procedures

8. Passenger Initiated Evacuation (Ref: CAR IS 8.10.1.34)

If a passenger suddenly initiates the evacuation out of panic without prior instructions from the flight crew: Immediately take control over the situation to avoid untimely and unsafe evacuation of the passengers. Command loudly and repeat as necessary:

“REMAIN SEATED - WAIT FOR INSTRUCTIONS!”

Y. UNPLANNED Emergency Evacuation

1) EMERGENCY OBSERVED	
FLIGHT CREW	CABIN CREW
<p>“Brace for Impact” or Continuous flashing of seatbelt sign</p>	<p>“Emergency – Bend Down” Assume appropriate bracing position</p>
2) AIRCRAFT LANDED / FULL STOP (POSSIBLE SITUATIONS)	
FLIGHT CREW	CABIN CREW
<p>“Cabin Crew & Passengers - Remain Seated”</p>	<p>NO EVACUATION REQUIRED. Remain by your emergency exits, ready to carry out further instruction from the flight deck.</p>
<p>“Remain Seated - Wait for Further Instructions”</p>	<p>PRECAUTIONARY DISEMBARKATION Stand by emergency exits, ready to carry out instructions from the flight deck.</p>
<p>“Evacuate Aircraft”</p>	<p>Activate the Evacuation Alert System and reset to silence the aural alarm. Once the flight deck crew has designated the doors to be opened:</p> <ol style="list-style-type: none"> (If applicable) Instruct exit row passengers to hold back other passengers while you: <ol style="list-style-type: none"> Check safety of outside conditions. Check if door is in armed position/automatic mode/ has slides engaged (if applicable). Open the Exit. Check if slide is safe (if applicable). <ol style="list-style-type: none"> Properly deployed and if inflated Not too steep or banked to one side Touches the ground; not dangling Re-check safety of outside conditions. Instruct exit row passenger to descend first and assist other passengers as they go down. Direct precautionary disembarkation leading to your respective designated exits via the command: <p style="text-align: center;">“Exit Here – Shoes Off (If applicable) – Get Out”</p> CC whose doors are not being used for precautionary disembarkation must redirect passengers to the designated exits. <p style="text-align: center;">“Exit blocked – Go That Way”</p> Be alert as the Captain may decide to designate other doors.

Table 3.14: Unplanned Emergency Evacuation Commands and Procedures

3) UNRESPONSIVE FLIGHT DECK							
<p>No Command Given</p>	<p>Check with the Captain if Evacuation Is Required</p> <p>CC may initiate an evacuation only if it is unmistakably clear that one must be executed e.g.,</p> <ol style="list-style-type: none"> Fire/ explosion Smoke inside/ outside the aircraft Severe structural damage Water landing Landing gear failure Dual Flight Crew Incapacitation 						
	<p>If applicable, CC nearest Evacuation Alert System activates it. Reset as soon as possible. Initiate evacuation.</p>						
4) EVACUATION							
FLIGHT CREW	CABIN CREW						
<p>“Evacuate Aircraft”</p>	<p>Initiate Evacuation</p> <p>If applicable, CC nearest Evacuation Alert System activates it. Reset as soon as possible.</p>						
	<table border="1"> <tr> <td>Terrain</td> <td>“Emergency – Open Seatbelts – Evacuate”</td> </tr> <tr> <td>Water</td> <td>“Emergency – Open Seatbelts – Put on life vest – Inflate Outside – Evacuate”</td> </tr> </table>	Terrain	“Emergency – Open Seatbelts – Evacuate”	Water	“Emergency – Open Seatbelts – Put on life vest – Inflate Outside – Evacuate”		
	Terrain	“Emergency – Open Seatbelts – Evacuate”					
Water	“Emergency – Open Seatbelts – Put on life vest – Inflate Outside – Evacuate”						
<table border="1"> <tr> <td colspan="2">Initiate Evacuation</td> </tr> <tr> <td>Terrain</td> <td>“Emergency – Open Seatbelts – Evacuate”</td> </tr> <tr> <td>Water</td> <td>“Emergency – Open Seatbelts – Put on life vest – Inflate Outside – Evacuate”</td> </tr> </table>	Initiate Evacuation		Terrain	“Emergency – Open Seatbelts – Evacuate”	Water	“Emergency – Open Seatbelts – Put on life vest – Inflate Outside – Evacuate”	
Initiate Evacuation							
Terrain	“Emergency – Open Seatbelts – Evacuate”						
Water	“Emergency – Open Seatbelts – Put on life vest – Inflate Outside – Evacuate”						
<p>EVACUATE ALERT SYSTEM ACTIVATED (If applicable)</p>	<table border="1"> <tr> <td colspan="2">Initiate Evacuation</td> </tr> <tr> <td>Terrain</td> <td>“Emergency – Open Seatbelts – Evacuate”</td> </tr> <tr> <td>Water</td> <td>“Emergency – Open Seatbelts – Put on life vest – Inflate Outside – Evacuate”</td> </tr> </table>	Initiate Evacuation		Terrain	“Emergency – Open Seatbelts – Evacuate”	Water	“Emergency – Open Seatbelts – Put on life vest – Inflate Outside – Evacuate”
Initiate Evacuation							
Terrain	“Emergency – Open Seatbelts – Evacuate”						
Water	“Emergency – Open Seatbelts – Put on life vest – Inflate Outside – Evacuate”						

Table 3.16: Evacuation Commands and Procedures

Z. PLANNED Emergency Evacuation

10. Planned Emergency Landing Procedures (Ref: CAR IS 8.9.1.5)

FLIGHT CREW	CABIN CREW
<ol style="list-style-type: none"> Emergency call via attendant call (6x chimes) Interphone or PA to L1 	Reply via interphone or proceed directly to the flight crew. Obtain the ff. information from the flight crew: T – Type of emergency E – Evacuation necessary? S – Signal confirmation (BRACE FOR IMPACT, EVACUATE AIRCRAFT x 3) and alternates T – Time remaining S – Special instructions

Table 3.17: Captain's Briefing

L1's Briefing
<ol style="list-style-type: none"> Relay Captain's information to crewmembers. Synchronize watches. Plan cabin, galley & passenger preparation according to type of emergency and time available for preparation. Refer to safety directives as guide.

Table 3.18: L1's Briefing

Passenger Briefing & Preparation
L1 <ol style="list-style-type: none"> Turn up cabin lights to BRIGHT setting. Open and secure all curtains. Take adequate intervals for passengers & crew to perform your instructions. Ensure cabin crew performing demos remain at their demo stations. Cabin crew not performing demos may either assist passengers or make initial galley & personal preparations during this period. Inform the Captain as soon as all preparations are completed.

Table 3.19: L1 Passenger Briefing and Preparation

i) EMERGENCY PREPARATION SPEECH

The Captain or L1 explains emergency to passengers via PA system.	<ul style="list-style-type: none"> "Ladies and gentlemen. This is your Lead Cabin Crew. The Captain has just informed us that due to a technical problem, we will make an emergency landing on _____ (land/water) in approximately ____minutes. Your crew on board is trained to handle the situation. Keep calm, remain seated and follow our instructions. We will start preparing the cabin now. Listen carefully as we give instructions for an orderly and safe evacuation."
Fasten Seatbelts	<ul style="list-style-type: none"> "Fasten your seatbelts low & tight."

No Smoking	<ul style="list-style-type: none"> "Remember, no smoking."
Collect/Stow Service Items	<ul style="list-style-type: none"> "Hand over food trays and all other service items to your Cabin Crew as they pass by."
Straighten Seatbacks, Secure Seatbacks & Tables	<ul style="list-style-type: none"> "Straighten up your seats. Stow your tables. (Terrain) Remove high-heeled shoes... (Water) Remove all shoes... Sharp objects such as pen & jewelry and other loose objects from your clothes and pockets then stow.
Stow Carry-on Baggage	<ul style="list-style-type: none"> Clear aisle and exits. Remove all obstructions in your path. Carry-on baggage must fit securely under the seat or in an overhead bin."
Live Safety Demo	<ul style="list-style-type: none"> "Cabin Crew take your demo stations."
WATER LANDING Don Life vest Use crew lifevest at respective emergency stations. Do not inflate during demo.	<ul style="list-style-type: none"> Your life vest is under your seat. In case of a water landing, remove all sharp objects from your body. Slip vest over your head. Take tape around your waist and push ends to the buckle. Pull tape to tighten. When outside the aircraft, pull down sharply on two inflation cords found at the lower end (pause). Should the vest fail to inflate, blow into the mouth tubes. Push pins inward to release air. Do not inflate your lifevest inside the aircraft. For those travelling with infants and children, our Cabin Crew will assist you.
Bracing Positions	<ul style="list-style-type: none"> When you hear the command "Brace for Impact" or "Emergency – Bend Down": Place your feet flat on the floor. Cross your arms and hold on the seatback in front of you. Place your head between your arms. If you cannot reach the seat in the front of you, or if there is no seat, bend forward as far as possible. Put your head face down on your knees. Wrap your arms tightly around your legs or clutch your ankles. (pause) Keep the bracing position until the aircraft comes to a complete stop for there may be more than one impact. For those traveling with infants and children, your Cabin Crew will instruct you on how to brace.

Table 3.20.A: Emergency Preparation Speech

AA. POST EVACUATION

a. TERRAIN LANDING

- i. Cabin Crew shall gather PAX together away from the aircraft.
- ii. Cabin crew shall make headcount and search for passengers who may have left the site of the accident in shocked condition.
- iii. Administer First aid
- iv. Activate signal kit
- v. Assign station watcher
- vi. Contact nearest station
- vii. Seek shelter
- viii. Establish procedures to ration food and water

b. WATER LANDING

- i. Board the raft, if available
- ii. Cabin Crew shall gather PAX together away from the aircraft.
- iii. Cabin Crew shall make headcount
- iv. Administer First aid
- v. Activate signal kit
- vi. Assign station watcher
- vii. Contact nearest station
- viii. Set up canopy/deploy sea anchor
- ix. Make use of raft equipment and survival Kit
- x. Do not drink sea water
- xi. Limit activity in water

BB. SURVIVAL

S	Size up the situation.	<ol style="list-style-type: none">1. Consider your physical condition and perform any first aid required.2. Concentrate your senses on getting a feel for the area.3. Conduct an inventory of the equipment you have.4. Begin planning.
U	Undue haste makes waste.	<ol style="list-style-type: none">1. Reacting without thinking or planning can result in faulty decisions and could result in your death.2. Acting in haste, just for the sake of action, will make you careless.3. The natural tendency in a stressful situation is to run. You must overcome this tendency and think of your objectives.4. If you act in haste, you may lose or forget equipment, you may not make a survival plan, and you may become disoriented and not know your location.
R	Remember where you are.	<ol style="list-style-type: none">1. Always knowing where you are and how it relates to the surrounding terrain is a principle no one should violate.2. Always be aware of your route, regardless of the mode of travel.
V	Vanquish fear and panic.	<ol style="list-style-type: none">1. Fear and panic are two of the greatest enemies in a survival situation. These are not unusual emotions. The secret is to recognize them and control them.2. Fear, panic, and anxiety take their toll on the body. They divert needed energy.3. The best way to control fear in a survival situation is preparation, prior planning, and training.
I	Improvise.	<ol style="list-style-type: none">1. Learn to use natural objects around you for different needs
V	Value living.	<ol style="list-style-type: none">1. A man's will to survive, to endure, to live, is the key to survival. Maintaining a positive mental outlook and a desire to live will allow an individual to overcome tremendous odds.
A	Act like the natives.	<ol style="list-style-type: none">1. Many situations we would consider to be "survival situations" are dealt with on a daily basis by primitive peoples all over the world. To them, these situations are a way of life and hold no specific danger. Read about these people and our own ancestors. They survived in a world without electricity, stores, or fast food; anybody can.
L	Live by your wits.	<ol style="list-style-type: none">1. Have confidence in your abilities and your equipment.2. Concentrate on the situation at hand and the job to be done.

PHASES OF PLANNED EMERGENCY

1. Captain's Briefing
2. L1's Briefing
3. PAX briefing
4. Cabin Preparation
5. Personal Preparation

EMERGENCY INDICATORS (USISA)

1. Unusual Noises
2. Sparks
3. Impact Forces
4. Smoke/Fire
5. Abnormal A/C attitude

CATASTROPHIC ACCIDENTS (WPULSE)

1. Water landing
2. Pilot Incapacitation following an emergency landing
3. Uncontrollable Fire
4. Landing gear failure
5. Severe damage to the fuselage
6. Excessive Smoke in the cabin

SIGNAL CONFIRMATION AND ALTERNATES

1. **“Brace for Impact”**
 - a. Normal: thru PA
 - b. Alt: Continuous Flashing of FSB sign
2. **“Evacuate Aircraft”**
 - a. Normal: thru PA
 - b. Alt: oral or EVAC Alert System

POSSIBLE COMMANDS FROM THE FLT DECK

1. **SAFE LANDING**
 - a. “Cabin Crew and PAX remain seated.”

2. **PRECAUTIONARY DISEMBARKATION**
 - a. “Remain Seated and Await for further instructions.”

3. **EMERGENCY EVACUATION**
 - a. “Evacuate Aircraft”

6 chimes of ATT call : CC proceed to FLT Deck

6 chimes of FSB sign: Emergency Stations

Continuous Flashing of FSB Sign: Brace for Impact

SILENT REVIEW (BOSCH)

B - e acquainted with pax in your area

O - ccupy your takeoff and landing stations

S - ummarize immediate actions in case of emergency

C - oncentrate on the critical phase of the flight

H - ave your flashlight and safety directives nearby

CC. SHELTER

- a. **Use the aircraft as shelter.** Re-enter the aircraft only after the CAPT deems it safe to do so.
- b. **Slides may be used as part of the shelter.**
- c. **Find materials** to make the type of shelter you need.
- d. Shelter should be **large and level enough** for you to lie down comfortably.
- e. Also consider if whether the shelter site:
 - i. Suitable for signaling
 - ii. Protected from wild animals and dead trees that might fall
 - iii. Free from insects, reptiles and poisonous plants
- f. **AVOID:**
 - i. Flash flood areas in foothills
 - ii. Avalanche or rock slide area in mountainous terrain
 - iii. Sites near bodies of water that are below the high-water mark

DD. FIRE BUILDING

- a. Prepare the following:
 - i. **Tinder** - birch bark, wood shavings, straw, saw dust
 - ii. **Kindling**- (added to tinder once flame is obtained) twigs, cardboard, split wood
 - iii. **Fuel**- deadwood, logs, green wood
- b. **Build a fire**, place a small amount of tinder on a clear dry surface; ignite the lower side of the tinder, slowly add kindling after it has ignited, slowly add fuel . Built it loosely to ensure oxygen can circulate around the fuel.
- c. **Form a triangle made of 3 sets of fire.** (international distress signal)
- d. In day time the smoke should be of **contrasting color to the terrain:**
 - i. BLACK: oil, rubber
 - ii. WHITE: green wood

EE. TROPICAL SURVIVAL

- a. Less likelihood of rescue from beneath a dense jungle canopy. You will probably have to **travel to reach safety.**
- b. Take the following from the A/C:
 - i. Crash ax
 - ii. Compass
 - iii. FAK
 - iv. EMK
 - v. Blankets
 - vi. Other materials use for mosquito, netting and shelter
- c. Take shelter from tropical rain, sun and insects. **Protect yourself against bites.**
- d. **Do not leave the crash area without carefully blazing or marking your route.** Use your compass. Promptly, treat any wound.
- e. **Many jungle and forest animals follow game trails.** Use these if they lead in your desired direction of travel.

FF. DESERT SURVIVAL

- a. **Find shade !** Get out of the sun.
- b. When you sit/ lie down, **place something in between you and the hot ground.**
- c. **Limit your movements.**
- d. **Conserve your sweat.** Wear your complete uniform. Your uniform will absorb sweating, keeping it against your skin so that you gain its full cooling effect.
- e. Stay in shade **quietly, fully clothed, no talking, keeping your mouth closed** and breathing through your nose.
- f. Even when your water supply is low, **sipping water constantly will keep your body cooler and reduce water loss.**
- g. Watch for **signs of heat injury.**
- h. Check the **color of urine.**
 - i. LIGHT: enough water consumption
 - ii. DARK: inadequate water consumption

GG. WATER SURVIVAL

- a. Boarding of slide-raft from the water.
- b. Huddle with others to keep warm.
- c. Try to keep the floor of the raft dry.
- d. Be calm and relax. Do not exhaust yourself. Move as little as possible.
- e. Do not permit standing inside the slide-raft.
- f. Check PAX compliance- sharp objects and shoes off.
- g. Check raft for inflation, leaks and points of possible chafing.
- h. By turns, one person should always stay awake to serve as a look out.
- i. Shoving off: To permit better distribution of rations and equipment, and for mutual help, rafts should be tied together **ONLY** in a very calm sea to provide a larger target for searching units.
- j. If there is any appreciable wave motion, rafts should be separated to avoid the hazard of raft collision.

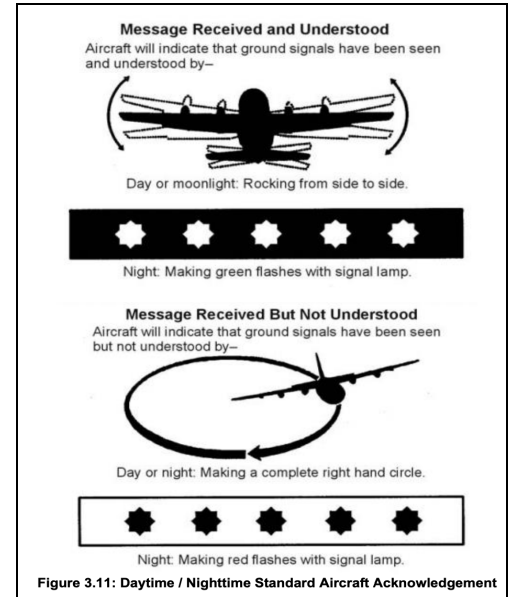
HH. COLD CLIMATE SURVIVAL

- a. It is desirable to leave the A/C immediately.
- b. Caves, tree holes or a shallow trench can provide temporary shelter.
- c. If there is no snow or ice, an open shelter consisting of blankets supported by a wooden frame should be constructed.
- d. The A/C is valuable location aid and should draw attention by disturbing the surface of the survival site as much as possible.
- e. Where there is snow and ice, the amount of drinking water available is limited only by the ability to melt it. **DO NOT EAT ICE/SNOW.**
- f. If snow and ice are not available, then boiling water should purify any other water obtained.
- g. Since there is no shortage of water, whatever food we have, or can obtain, should be used.

II. SEARCH AND RESCUE SIGNALS

- a. Symbols should be at least 8ft. Long
- b. May be formed by any means.

Require Assistance	V	Aircraft Seriously Damaged	☐
Require Medical Assistance	X	All Well	LL
No or Negative	N	Require Fuel and Oil	L
Yes or Affirmative	Y	Not Understood	JL
Proceeding in This Direction	↑	Will Attempt Take-off	↳
Require Food and Water	F	Need Repairs	W
Require Doctor, Serious Injuries	I	Safe to Land	△
Require Medical Supplies		International Signal of Distress	SOS
		Indicate Direction to Proceed	K



A/C SPECIFIC

EMERGENCY PROCEDURES

DHC-8-400/ DHC-8-400 NG

A. FORWARD BAGGAGE HOLD (DHC-8-400)

- a. NOTIFY the CAPT immediately if smoke is visibly coming from the baggage hold.
- b. Lock the door using the baggage hold key.
- c. Follow instructions from the CAPT.

B. PRIMARY EXITS

- a. Terrain: ALL exits
- b. Water: FWD Exits

C. ALTERNATE EXITS

- a. Terrain: none
- b. Water: L2/R2 door

D. EXIT PRIORITY

- a. L1 door
- b. R1 door
- c. FD Escape Hatch

E. PROTECTIVE POSITIONS

a. CLASSIC

i. Terrain:

1. L1: holding by the G6 galley
2. L2: holding by the G1 galley

ii. Water:

1. L1: holding by the G6 galley
2. L2: between seat 21B and 21 C

b. NEXT GEN

i. Terrain:

1. L1: in between the wardrobe and LAV
2. L2: holding by the G3 galley

ii. Water:

1. L1: in between the wardrobe and LAV
2. L2: between seat 23B and 23C

F. CABIN SEARCH AREA, PROVIDES, & DESIGNATED EXITS

1. DHC-8-400 / DHC-8-400NG CABIN SEARCH AREA			
AIRCRAFT	CREW	CABIN SEARCH AREA	
DHC-8-400 DHC-8-400NG	L1	<ul style="list-style-type: none"> Conduct 360° search of the whole cabin FWD lavatory Flight Crew Compartment 	
	L2	<ul style="list-style-type: none"> Rows 11 to 21 for DHC-8-400 (RP-C30XX) Rows 12 to 23 for DHC-8-400NG (RP-C59XX) 	

Table 3.29.C: DHC-8-400 / DHC-8-400NG Cabin Search Area

2. DHC-8-400 / DHC-8-400NG CABIN CREW PROVIDES			
AIRCRAFT	CREW	PROVIDES	
		Terrain	Water
DHC-8-400 DHC-8-400NG	L1	FL, FAK, EMK, MEG (add ELT for DHC-8-400NG)	FL, FAK, EMK, MEG + LV (add ELT for DHC-8-400NG)
	L2	FL, FAK	FL, FAK + LV

Table 3.29.D: DHC-8-400 / DHC-8-400NG Cabin Crew Provides

3. DHC-8-400 / DHC-8-400NG FLIGHT & CABIN CREW DESIGNATED EXIT			
AIRCRAFT	CREW	DESIGNATED EXITS	
		Terrain	Water
DHC-8-400 DHC-8-400NG	CAPT.	Any usable AFT exit	Any usable FWD exit
	F.O.	Any usable FWD exit	
	L1	L1 door	
	L2	R2 door	R1 door
	Supernumerary Crew	Nearest usable exit	

Table 3.29.E: DHC-8-400 / DHC-8-400NG Flight and Cabin Crew Designated Exits

G. "A" PAX BRIEFING

FLOOR LEVEL EXITS (DHC-8-400)			
Terrain Landing Duties		Water Landing Duties	
DHC-8-400	DHC-8-400NG	DHC-8-400	DHC-8-400NG
A-Passengers seated at 1A & 2D	A-Passengers seated at 2A & 1D	A-Passengers seated at 1A & 2D	A-Passengers seated at 2A & 1D
<ol style="list-style-type: none"> Assess safety of outside conditions. <ol style="list-style-type: none"> If safe, open exit. If unsafe, block & redirect passengers to other usable exits. Exit ahead of passengers and crew. Catch and pull passengers away from the aircraft. Command passengers. <p style="text-align: center;">"Stay Away from the Aircraft"</p> <p>NOTE: If L1 is incapacitated, remove from jumpseat and reseat at pax seat, then perform duties of L1. Bring Cabin Crew out of the aircraft after evacuation of all passengers.</p>		<ol style="list-style-type: none"> Assess safety of outside conditions. <ol style="list-style-type: none"> If safe, engage ditching dam & open exit. If unsafe, block & redirect passengers to other usable exits. Exit ahead of passengers and crew. Catch and pull passengers away from the aircraft. Command passengers. <p style="text-align: center;">"Stay Away from the Aircraft"</p> <p>NOTE: If L1 is incapacitated, remove from jumpseat and reseat at pax seat, then perform duties of L1. Bring Cabin Crew out of the aircraft after evacuation of all passengers.</p>	

Table 3.32: DHC-8-400 A-Passenger Instructions (Floor Level Exits)

FLOOR LEVEL EXITS (DHC-8-400)			
Terrain Landing Duties		Water Landing Duties	
DHC-8-400	A-Passengers seated at 1B, 2C, 21B*, & 21C	DHC-8-400	A-Passengers seated at 1B & 2C
DHC-8-400NG	A-Passengers seated at 2B, 1C, 23B*, & 23C	DHC-8-400NG	A-Passengers seated at 2B, 1C, 23B*, & 23C
<ol style="list-style-type: none"> Stand on the aisle. Physically hold back passengers while exits are being opened. Command: “Stand Back” Once exits are opened, direct evacuation toward respective exits via a continuous round of command: “Exit Here - Get Out” Evacuate via respective exits after all passengers have evacuated. <p>NOTE: If L2 is incapacitated, remove from jumpseat and reseat at pax seat, then perform duties of L2. Bring cabin crew out of the aircraft after evacuation of all passengers.</p>		<ol style="list-style-type: none"> Stand on the aisle. Physically hold back passengers while exits are being opened. Command: “Stand Back” Once exits are opened, direct evacuation toward forward exits via a continuous round of command: “Exit Here - Get Out - Inflate Life vest” Evacuate via respective exits after all passengers have evacuated. 	
		A-Passengers seated at 21B* & 21C	
		<ol style="list-style-type: none"> Stand on the aisle and block exits (L2 & R2). Redirect evacuation toward L1 & R1. Command passengers: “Exit Blocked - Go That Way” Evacuate via respective exits after all passengers have evacuated. <p>NOTE: If L2 is incapacitated, remove from jumpseat and reseat at pax seat, then perform duties of L2. Bring Cabin Crew out of the aircraft after evacuation of all passengers.</p>	

Table 3.33: DHC-8-400 A-Passenger Instructions (Floor Level Exits)

A320-200

A. EMERGENCY EXITS

- ALL exits are usable exits.

B. PROTECTIVE POSITIONS

- Terrain/Water Landing

C. CABIN SEARCH AREA, PROVIDES, & DESIGNATED EXITS

3.3.2.4. A320-200 CABIN SEARCH AREAS			
AIRCRAFT	CREW	CABIN SEARCH AREA	
A320-200	L1	<ul style="list-style-type: none"> Conduct 360° search of the whole cabin FWD Lavatory Flight Crew Compartment 	
		A/C Registry	Area
	R1	RP-C83XX	<ul style="list-style-type: none"> Rows 21 to 41 RHS
		RP-C86XX	<ul style="list-style-type: none"> Rows 1 to 36 RHS
		RP-C86XX Reconfigured Series	<ul style="list-style-type: none"> Rows 21 to 41 RHS
	L2	RP-C83XX	<ul style="list-style-type: none"> Rows 42 to 58 LHS
		RP-C86XX	<ul style="list-style-type: none"> Rows 37 to 52 LHS
		RP-C86XX Reconfigured Series	<ul style="list-style-type: none"> Rows 42 to 58 LHS
	R2	<ul style="list-style-type: none"> AFT LHS Lavatory 	
		RP-C83XX	<ul style="list-style-type: none"> Rows 42 to 58 RHS
RP-C86XX		<ul style="list-style-type: none"> Rows 37 to 52 RHS 	
RP-C86XX Reconfigured Series		<ul style="list-style-type: none"> Rows 42 to 58 RHS 	
	<ul style="list-style-type: none"> AFT RHS Lavatory 		

Table 3.29.D: A320-200 Cabin Search Area

3.3.2.5. A320-200 CABIN CREW PROVIDES			
AIRCRAFT	CREW	PROVIDES	
		Terrain	Water
A320-200	L1	FL, EMK, MEG	FL, EMK, MEG + LV
	R1	FL, FAK	FL, FAK + LV
	L2	FL, FAK, MEG, ELT	FL, FAK, MEG, ELT + LV
	R2	FL, FAK	FL, FAK + LV

Table 3.39.E: A320-200 Cabin Crew Provides

3.3.2.6. A320-200 FLIGHT & CABIN CREW DESIGNATED EXIT			
AIRCRAFT	CREW	DESIGNATED EXITS	
		Terrain	Water
A320-200	CAPT.	Any usable AFT exit	
	F.O.	Any usable FWD exit	
	L1	L1 door	
	R1	R1 door	
	L2	L2 door	
	R2	R2 door	
	Supernumerary Crew	Nearest usable exit	

Table 3.39.F: A320-200 Flight and Cabin Crew Designated Exits

D. "A" PAX BRIEFING

3.3.2.7. A320-200 SPECIFIC INSTRUCTIONS TO A-PASSENGERS				
A/C Registry	A-Passengers Seat Assignments			
	First Row Aisle Seats	Overwing Window Exit Seats	LHS Aisle Seat	Last Row Aisle Seats
RP-C83XX	21C & 21H	40A, 40K, 41A & 41K	42C	58C & 58H
RP-C86XX	1C & 1H	35A, 35K, 36A & 36K	37C	52C & 52H
RP-C86XX Reconfigured Series	21C & 21H	40A, 40K, 41A & 41K	42C	58C & 58H

Table 3.40.A: A320-200 A-Passenger Seat Assignments

FLOOR LEVEL EXITS	
Terrain Landing Duties	Water Landing Duties
A-Passengers Seated at The First and Last Row Aisle Seats	
<ol style="list-style-type: none"> Hold back passengers. Jump and slide ahead of passengers and crew Catch and pull passengers away from the slide. Command passengers: <p style="text-align: center;">"Stay Away from the Aircraft"</p> <p>NOTE: If crew is incapacitated, remove from jumpseat and reseat at passenger seat, then perform duties of crew. Bring Cabin Crew out of the aircraft after evacuation of all passengers.</p>	<ol style="list-style-type: none"> Hold back passengers. Board slide-rafts (if applicable) ahead of passengers & crew. <ol style="list-style-type: none"> Stay at the end of the raft and call passengers toward you. Have passengers crawl towards the end of the raft. Ensure everyone has shoes off Command passengers to lean back against the side of the raft Ensure passengers remain seated. Distribute passengers evenly in raft. For aircraft without slide-rafts, exit ahead of passengers & crew, inflate life vest and jump. Gather and assist passengers <p>NOTE: If L1 is incapacitated, remove from jumpseat and reseat at pax seat, then perform duties of L1. Bring Cabin Crew out of the aircraft after evacuation of all passengers.</p>

Table 3.40.B: A320 First and Last Row Aisle Seat A-Passengers Specific Instructions

WINDOW EXITS	
Terrain Landing Duties <i>One A-Passenger per Window Exit</i>	Water Landing Duties <i>One A – Passenger per Window Exit</i>
A-Passenger Seated beside the Overwing Window Exit	
<ol style="list-style-type: none"> 1. Assess safety of outside conditions. 2. Open and throw out window exit. Ensure proper slide deployment and inflation. Pull red manual inflation handle at top of window frame. 3. Exit, run and slide ahead of passengers & crew. 4. Catch and pull passengers away from the aircraft. 5. Command passengers. <p>“Stay Away from the Aircraft”</p>	<ol style="list-style-type: none"> 1. Assess safety of outside conditions. 2. Open and throw out window exit. 3. Get escape lifeline from the overhead bin. 4. Exit ahead of passengers & crew. 5. Install Overwing Escape Lifelines: <ol style="list-style-type: none"> a. Attach snaphook to the yellow door-stop found on the upper rear corner of the overwing exit. b. Attach second snaphook to the yellow wing hook found on the center of the wing surface. 6. Go towards the leading edge and use lifeline as an assist handle. 7. Command passengers: <p>“Jump, inflate life vest, swim to the nearest slide / slide raft.”</p> 8. Once all passengers are out, jump, inflate life vest and swim towards the nearest flotation slide.

Table 3.40.C: A320 Overwing Window Seat A-Passengers Specific Instructions

LHS AISLE SEAT <i>(after the last Overwing Exit Row)</i>	
Terrain Landing Duties	Water Landing Duties
A-Passenger Seated at LHS Aisle Seat after the last Overwing Exit Row (42C / 37C)	
<ol style="list-style-type: none"> 1. Stand in the aisle. 2. Control passengers while A-Passenger opens overwing exit. Command: <p>“Stand Back”</p> 3. Once overwing exits are opened, direct evacuation toward overwing exits via a continuous round of command: <p>“Exit Here – Get Out”</p> <p><i>42C / 37C A-Passenger will stand on his seat while conducting evacuation.</i></p> 4. Evacuate aircraft after all passengers have evacuated. 	<ol style="list-style-type: none"> 1. Stand in the aisle. 2. Control passengers while A-Passenger opens overwing exit. Command: <p>“Stand Back”</p> 3. Once overwing exits are opened, direct evacuation toward overwing exits via a continuous round of command: <p>“Exit Here – Get Out – Inflate Life vest”</p> <p><i>42C / 37C A-Passenger will stand on his seat while conducting evacuation.</i></p> 4. Evacuate aircraft after all passengers have evacuated.

Table 3.40.D: A320 LHS Aisle Seat A-Passengers Specific Instructions

E. EVAC w/ INF AND YOUNG CHD

- a. Parents/guardians should be briefed to **hug their INF** so that they can EVAC the slide together.
- b. **Carrying positions** in jumping together in an escape device:
 - i. **VERTICAL**
 1. should protect INF’s head and neck w/ one hand,, placing the other arm around the buttocks and holding the INF w/ their legs around the adult’s waist.
 - ii. **HORIZONTAL**
 1. Cradle the INF’s head and neck in his/her arm and should keep INF’s arms, legs and feet folded as much as possible in his/her arms.
- c. **EVAC through TYPE III- Over-wing Exit:**
 - i. Recommended carrying position : VERTICAL POSITION
 - ii. This promotes faster egress
- d. **EVAC methods w/ small CHD over 2yo**
 - i. would depend on the age and size of the CHD
 - ii. should be the one most comfortable and natural for the parents and the child