

**Perform Air International Inc.**  
**Administrative System Manual**  
**Procedure III.11: Emergency Action Plan Procedure**

Revision	Revision Date	Revision Change
N/I	02/08/2010	Initial Release/Re-Release
1	08/02/2010	Revision to 5.8.6. Removal of 5.8.6.1.1
2	09/16/2011	Revision to 3.0, 4.6, 5.1.4, 5.2.1 thru 5.2.6, 5.3, 5.3.1, 5.6.2, 5.6.3, 5.6.3.2, 5.6.3.3, 5.6.3.4, 5.6.3.5, 5.8.1.1, 5.8.4 and 5.8.5 – Grammar. Addition of 6.2.
3	10/31/2013	Pagination of 3.1 thru 3.5 for consistency of format. Removal of 4.3, 4.7, 5.1.3 thru 5.1.6, 5.2.5, 5.2.6, 5.3, 5.3.1, 5.4.1 thru 5.5.1, 5.6.3 thru 5.6.3.5, 5.7.3 thru 5.8.6 and 5.9.2. Addition of 5.1.1.1, 5.1.1.2, 5.1.2 thru 5.1.2.3 and 5.6.2 thru 5.6.4.1. Repagination of 4.3 thru 5.6.4.1. Revision to 4.1, 4.2, 4.3, 4.5, 5.1, 5.1.1, 5.2, 5.2.2 thru 5.2.5, 5.3, 5.4.2, 5.6 and 5.6.1.
4	02/07/2014	Addition of 3.6 for clarification of responsibility. Removal of 5.3 thru 5.4.2 resulting in repagination of 5.3 thru 5.4.4.1.
5	06/30/2018	Revision to 3.1, 3.2 to Safety and Security Department/Manager
6	10/31/2018	Revision for department name in 5.2 and 5.4
7	01/31/2020	Revision for clarification to 1.0, 3.2, 3.4, 4.3, 4.4, 5.1.1, 5.1.2.1, 5.1.2.2, 5.2, 5.2.2, 5.3, 5.4, 5.4.2.2 and 5.4.2.2.1.
8	04/30/2021	Revision to 5.4.1
9	01/31/2022	Revise 3.1, 3.2, 5.2.3, 5.2.4, 5.2.5, 5.4.1, 5.4.2.1, 5.4.2.2.1, 5.4.3 & 5.4.4.1
10	05/22/2025	Revise 5.1.1.1,
11	10/31/2025	Removed 5.4.4 and 5.4.4.1

**1.0 Purpose:**

To ensure employees understand actions to be taken in times of emergencies in accordance with 29 CFR 1910.38 and NFPA 101.

**2.0 Scope:**

Any potentially hazardous or dangerous emergency situation.

**3.0 Responsibility:**

- 3.1** The maintenance of this procedure is the responsibility of Human Resources.
- 3.2** The Human Resources Department, or designee, is responsible for ensuring Emergency Responders understand their role during an emergency situation.
- 3.3** Department managers, supervisors, and leads are responsible for being aware of current headcount in their area.
- 3.4** Emergency Responders are responsible for assisting individuals within the facility with evacuation during an emergency evacuation. They are also responsible for providing CPR / Basic First Aid as required during an emergency.
- 3.5** The Training Department is responsible for ensuring that all employees are trained on the Emergency Action Plan and that training is documented on the Employee Training Record.
- 3.6** The Training Department is responsible for ensuring all employees are trained on the use of fire extinguishers in the event an extinguisher is needed to aid in safe evacuation.

**Perform Air International Inc.**  
**Administrative System Manual**  
**Procedure III.11: Emergency Action Plan Procedure**

**4.0 Definitions:**

- 4.1 Emergency:** Any potentially hazardous condition that has occurred which could be dangerous to the lives of employees and visitors.
- 4.2 Unannounced emergency alarm drill:** An emergency alarm drill in which the employees have no prior knowledge that a drill is being conducted when the alarm systems are tripped or Code Red is announced to start the drill.
- 4.3 Code Red:** The verbal command that an emergency is occurring and employees should evacuate the building and report to the designated employee evacuation assembly area.
- 4.4 Emergency Responder:** A voluntary responsibility of an employee to assist all individuals, as required, with evacuation, first aid, and/or CPR. All Emergency Responders are required to have CPR and Basic First Aid Certification.

**5.0 Procedure:**

- 5.1** In the event of an emergency requiring evacuation, all employees will be alerted immediately by one of the following:
  - 5.1.1** Announcement of “Code Red” over the intercom system.
    - 5.1.1.1** To make an intercom announcement pick up any PAI land line phone receiver, press the page button on your phone, and clearly and loudly announce “Code Red.”
    - 5.1.1.2** The individual who makes the announcement will also dial 911, providing they can do so without jeopardizing their own safety. It would be preferable for individual to use an available cell phone to call 911.
  - 5.1.2** Initiation of the fire alarm.
    - 5.1.2.1** The fire alarm can be initiated by any individual by pulling the fire alarm handle on the red fire alarm stations mounted to the walls near some exits.
    - 5.1.2.2** The fire alarm will be automatically initiated when the smoke detectors detect a large amount of smoke in any area of the building.

**Perform Air International Inc.**  
**Administrative System Manual**  
**Procedure III.11: Emergency Action Plan Procedure**

**5.1.2.3** Emergency services are automatically notified by the alarm company when the alarm has sounded.

**5.2** In the event of an emergency, all individuals will exit the building according to the Emergency Exit / Response Equipment Maps posted throughout the building and meet at the designated safety area for each building.

**5.2.1** If possible, the Emergency Responders will do a final sweep before exiting the building.

**5.2.2** The employee working at the front desk of the 463 South Hamilton Street location will take the Visitor Log and elevator/fire riser room keys with them during an emergency evacuation.

**5.2.3** All Department Managers are responsible for their own areas and reporting total head count for their department to the Human Resources Department.

**5.2.4** The Human Resources Department will then have a total head count of all employees at the designated meeting area.

**5.2.5** If anyone is absent, the Human Resources Department will inform the Fire Department upon their arrival.

**5.3 Fire Suppression System:**

**5.3.1** A water sprinkler fire suppression system, designed and installed as per NFPA 13, is utilized.

**5.3.2** This fire suppression system will detect the fire, sound an alarm when tripped, and release water where the fire and heat is detected.

**5.4 Emergency Evacuation Drill:**

**5.4.1** The Human Resources and Training Departments will schedule a practice evacuation drill to take place as often as necessary to keep employees prepared.

**5.4.1.1** These departments will coordinate with executive management to pick a date and time that will not disrupt key production / maintenance work activities during the drill.

**5.4.2** An emergency evacuation drill will be initiated by either of the following:

**Perform Air International Inc.**  
**Administrative System Manual**  
**Procedure III.11: Emergency Action Plan Procedure**

**5.4.2.1** The alarm company will be notified that a drill is to take place so emergency services are not contacted. The Human Resources Department will activate the alarm.

**5.4.2.2** “CODE RED” will be announced over the intercom along with “This is a drill” in order to prevent any employees from calling emergency services or activating the alarm pull station in an attempt to assist in the situation.

**5.4.2.2.1** The Human Resources Department will notify the alarm company of the drill to ensure emergency services are not contacted in case an employee mistakenly activates the alarm.

**5.4.3** The building will be evacuated, and head counts will be reported to the Human Resources Department.

**6.0 Records:**

**6.1** Employee Training Record (Form 66.01)

**6.2** Visitor Log (Form 62.23)