

Perform Air International Inc.
Administrative System Manual
Procedure III.21: Fire Prevention and Extinguishing Procedure

| Revision | Revision Date | Revision Change |
|----------|---------------|---|
| N/I | 02/08/2010 | Initial Release/Re-Release |
| 1 | 08/02/2010 | Addition of 7.2 |
| 2 | 07/01/2013 | Pagination of 3.1 thru 3.2 for consistency of format. Revision to procedure for clarification of responsibility and grammar. Removal of 3.1.7, 3.1.10, 3.1.11, 3.1.12, 3.1.13, 3.1.14, 3.1.16, Removal of 6.1, 6.3, 7.2 and repagination of all affected areas. |
| 3 | 02/07/2014 | Revision to Header for Title change. Removal of 3.2.9. Revision to 3.3.2. Revision to format for consistency resulting in repagination of 5.1 thru 6.1. |
| 4 | 05/31/2018 | Revision to 3.1, 3.2, 5.2 |
| 5 | 06/30/2018 | Revised 3.2.7 |
| 6 | 10/31/2018 | Revision to department title in 3.2 and 5.1.3. |
| 7 | 10/31/2021 | Revision to 3.1, 3.2, 5.1.3 |
| 8 | 05/22/2025 | Revision to 1.0, 3.2.6 |

1.0 Purpose:

To establish responsibilities and procedures for fire *and fire suppression procedures* for prevention to include portable fire extinguishers and fixed systems. To ensure compliance with established regulations including, but not limited to, NFPA-10 regarding fire extinguisher use, inspection, and maintenance.

2.0 Scope:

All Perform Air International Inc. personnel are required to be trained in, and cognizant of, fire prevention and fire suppression policies and procedures.

3.0 Responsibility:

3.1 The maintenance of this procedure is the responsibility of the Human Resources Department.

3.2 The Human Resources Department shall be responsible for the overall effectiveness and control of the company's fire prevention procedures. This will include:

3.2.1 Ensuring all personnel have received training on fire prevention procedures.

3.2.2 Ensuring portable fire extinguishers are properly maintained by trained personnel and inspected at required intervals in accordance with prescribed manufacturers' procedures.

3.2.3 Ensuring fixed fire suppression system is tested and maintained at appropriate intervals in accordance with prescribed manufacturer's procedures.

3.2.4 Coordinating annual inspections of all fire prevention equipment through the use of the company selected vendor.

3.2.5 Maintaining appropriate records as dictated by regulations.

3.2.6 Reviewing NFPA-10 *annually* for determination of company compliance and current revision.

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- 3.2.7 Ensuring emergency exit and evacuation route maps are current and exit routes are clearly marked.
- 3.2.8 Scheduling, initiating, and documenting a facility fire evacuation drill at least annually in accordance with the company's Emergency Action Plan Procedures.

3.3 All Personnel Shall:

- 3.3.1 Attend fire prevention training during new employee orientation and fill out and sign a completed Employee Training Record.
- 3.3.2 Attend training on the fire extinguisher classification system.
- 3.3.3 Be capable of identifying locations of portable fire extinguishers within the facility, and understand basic components for inspection.
- 3.3.4 Inform supervisory personnel in the event that a portable fire extinguisher is found to be damaged or altered in any way.
- 3.3.5 Use fire extinguishers only for the purpose of fire suppression.
- 3.3.6 Immediately notify supervisory personnel in the event that a fire extinguisher is discharged either by deliberate or accidental use.
- 3.3.7 Ensure fire exits are always clear of obstructions.

4.0 Definitions:

- 4.1 **Portable Fire Extinguisher:** A portable device, carried or on wheels and operated by hand, containing extinguishing agent that can be expelled under pressure for the purpose of suppressing or extinguishing fire.
- 4.2 **Extinguisher Classification System:** A designation assigned to extinguishers that indicates the class of fire on which a fire extinguisher has been found to be effective
- 4.3 **Fixed Fire Suppression System:** A firefighting system which is not considered to be portable and is designed as an integral part of the facilities (i.e., fire sprinkler systems)

5.0 Procedure:

5.1 Fire Prevention:

- 5.1.1 All personnel are required to maintain their area of responsibility in a clean manner being aware of potential fire dangers.

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- 5.1.2 In the event that a condition exists which, if not corrected, could cause a fire, it is the responsibility of the person finding the condition to take immediate action via the CAPA System so as to minimize the potential for fires to occur.
- 5.1.3 Report the condition to the immediate supervisor. The immediate supervisor will then ensure the Human Resources Department is made aware of the situation.

5.2 Fire Suppression and Extinguishing:

- 5.2.1 In the event of a small and contained fire, any employee confident in their abilities to use a fire extinguisher properly may attempt to contain and/or extinguish the fire using the techniques and knowledge learned during training.
- 5.2.2 Any employee attempting to contain and/or extinguish a small fire should be aware of their surroundings and know the closest location of an emergency exit.
 - 5.2.2.1 While fighting a fire, all employees should always keep their back to the closest emergency exit.
- 5.2.3 Personnel in the immediate vicinity will evacuate to a safe area during fire suppression activity.
 - 5.2.3.1 If at any time an employee does not feel confident in their ability to continue using a fire extinguisher to contain and/or extinguish a fire, that employee should notify another employee and evacuate the building.
- 5.2.4 Should an event occur where a fire is too large to be contained with the use of an extinguisher, employees will be notified via “Code Red” being called over the intercom system or the use of the Fire Alarm System via the multiple Fire Alarm Pull Stations located throughout the building. All personnel will evacuate the building per the Emergency Action Plan Procedure and local authorities will be contacted.

6.0 Records:

- 6.1 Employee Training Record (Form 66.01)