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5 FIRE PREVENTION PLAN

1 PURPOSE

This plan is designed to provide direction and procedures to be used during emergency situations that will protect the employee's health and safety and reduce potential property damage. These procedures will comply with the OSHA Fire Prevention Plan requirements as prescribed in 29 CFR 1910.38(b), and the Fire Protection requirements of 29 CFR 1910 Subpart L.

This plan also provides procedures for other emergencies, including employee evacuation, power outages, bomb threats, severe weather, and natural disasters. Aircraft accidents or incidents are covered in the Department Emergency Response Manual.

2. RESPONSIBILITIES

2.1 Safety Coordinator

The Safety Coordinator ("SC") is responsible for maintenance of the respective facility's evacuation plan, communication of the Plan to local emergency responders, and ensuring that evacuation route maps are posted in each work area. The SC shall ensure emergency telephone number lists are posted at the respective and is responsible for conducting the periodic drills (no less than annually). Each SC will be responsible to the Director of Safety.

Each Dreamline location: Administrative Offices ("Blue Cube"), Hangar 4 (with Offices), and Signature Offices will be assigned a Safety Coordinator.

- **Blue Cube (Admin.)** – Todd Kunkler
- **Hangar 4 (Maint.)** – Allan Athas
- **Signature Offices (Line)** – Fernando Marroquin.

The SC is designated the Emergency Evacuation Coordinator and is responsible for all duties stated within this plan. An assigned designee must also be determined to carry out these duties should the SC not be on site during an emergency.

It is the responsibility of the SC to ensure required inspections, testing, and preventive maintenance actions are performed and documented on all facility fire alarm devices and fixed and portable extinguisher systems under the control of the Department.

SC's are responsible for providing emergency support in directing occupants to safe areas and accounting for occupants in assembly areas.

SC's are also responsible for providing Fire Prevention and Evacuation training during each employee's Basic Indoctrination.

2.12 All Employees

Employees are responsible for maintaining familiarity with the Facility Emergency Plan. This includes knowledge of emergency procedures, location of emergency exits, and escape routes to safe areas in case of emergency evacuation. Fire prevention in department workplaces shall be the responsibility of all department personnel.

Any employee witnessing a potential fire hazard affecting department workplaces, personnel, or property shall report the hazard immediately to management. Department personnel shall not attempt to extinguish or control a fire that has developed past the incipient (smoldering) stage.

It is the responsibility of all maintenance and line personnel to utilize proper work practices and procedures to prevent fires through the control of fuel and ignition sources.

3. FIRE PREVENTION AND LIFE SAFETY

This part of the plan discusses the fire prevention activities, identifies fire hazards and provides guidance for the evaluation of life safety issues in the facility.

3.1 Fire Hazard Identification

Aviation fuels present a potential major fire hazard if an uncontrolled release occurs, especially in an enclosed structure such as a hangar. Residual flammable or combustible chemicals from maintenance procedures, whether on floor surfaces or rags, pose additional fire hazards. All flammable and combustible materials shall be handled and stored in accordance with the manufacturer's recommendations.

Potential ignition sources present in the workplace include electricity, open flame, and sparks. Ignition sources shall be isolated from potential fuel sources to the maximum extent practicable. Electrical cords shall be inspected prior to use for integrity of insulation. Extension cord shall not be used for the permanent installation of equipment. Posted "No Smoking" signs shall be obeyed by all personnel. Procedures that produce sparks shall be performed away from potential fuel sources when practicable.

Class	Material	Fire Extinguisher Type
A	Combustible Materials (paper, wood, cloth, and some rubber and plastic)	Water, Foam, loaded stream, or multi-purpose dry chemical
B	Flammable or Combustible Liquids , flammable gasses, and some rubber and plastic	Halon 1301, Hallon 1211, carbon dioxide, dry chemicals, foam, and loaded stream
C	Energized electrical equipment	Halon 1301, Hallon 1211, carbon dioxide, and dry chemical

3.2 Fire Extinguishers and Alarm Systems

Signature Flight Support contracts with trained personnel who conduct all servicing, maintenance, and testing of fire alarm and extinguishing systems. Firefighting equipment that is known to be damaged, expended, or unserviceable shall be removed from service and replaced immediately. A tag or other identifier should be placed on all equipment waiting to be serviced. All firefighting equipment taken out of service for maintenance shall be replaced by appropriate substitute until the equipment is returned to service.

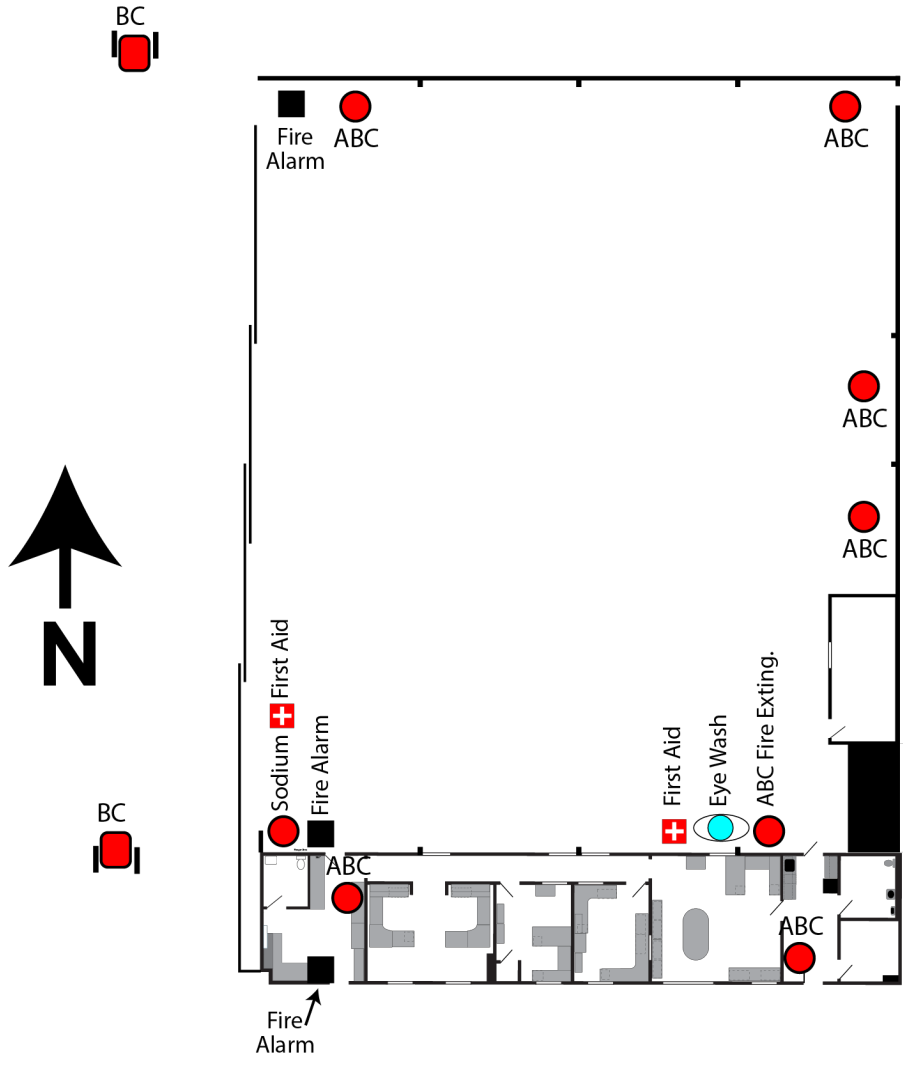
All employee alarm systems shall be maintained in operating condition except when undergoing repairs or maintenance. Unmonitored alarms shall be tested at least every two months. Monitored alarms shall be tested at least annually. Fixed fire extinguishing systems shall be tested and inspected annually.

Portable fire extinguishers shall be visually inspected monthly to ensure they are in place, charged, and ready for use. This visual check will be documented on the back side of each fire extinguisher tag. Each portable fire extinguisher shall also be subjected to an annual maintenance check. The annual maintenance date shall be recorded, and the record retained for one year after the last entry or the life of the shell, whichever is less. Signature contracts with

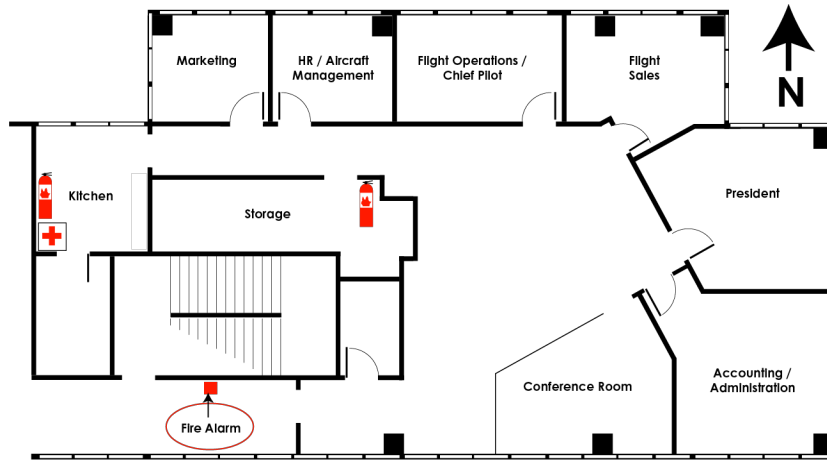
reputable contractors to perform hydrostatic testing of portable fire extinguishers, according with NFPA 10, Chapter 5. Dry chemical extinguishers with non-refillable disposable containers are exempt from this requirement.

Class II standpipe systems are installed in some facilities. Only trained personnel are authorized to operate this system. The standpipe system shall not be operated for purposes other than emergency firefighting, authorized training, or required testing and maintenance.

3.3. Hangar 4 Fire Extinguishers, Fire Alarms, and First Aid



3.4. Blue Cube Fire Extinguishers, Fire Alarm, and First Aid



3.5 Fire Extinguishing Training

All Dreamline Maintenance and Line Service personnel will receive training in the use of fire extinguishers. The Safety Coordinator for each of these departments will be responsible to train his/her staff members in the use of fire extinguishers. The Safety Coordinator for the Administration Offices (“Blue Cube”) and his/her designee will also be trained in the use of fire extinguishers.

Each Line Service and Maintenance employee will receive training in the use of fire extinguishers during their Basic Indoctrination training, as will the Safety Coordinator for the Blue Cube.

Training records for Maintenance personnel will be maintained in the Director of Maintenance’s office. These will be located in each employees training file. Training records for Line Service and Administrative training will be maintained in the HR office, in the pertinent employee’s file.

3.6 Observation of Fire or Smoke

Any trained employee may attempt to extinguish a fire observed to be in the incipient stage with portable fire extinguishing. However, this is not a requirement of any employee. If a fire is extinguished, a fire watch, equipped with appropriate fire extinguishing equipment, shall be posted at the site until firefighting personnel have arrived.

Upon extinguishing a fire in this facility, the Safety Coordinator shall be immediately notified. A Risk /Hazard Report (FitSafety.com) shall also be submitted.

Any other observed fire situation requires the immediate activation of the nearest accessible fire alarm pull box or notifying crash/rescue/fire department by telephone. The observer shall then notify the Safety Coordinator, or the designee

If conditions permit the Safety Coordinator shall make an announcement of the location of the fire and hazardous areas to be avoided via the facility telephone.

3.7 Storage of Flammable Materials

Flammable and combustible liquids must be kept in covered containers or tanks when not actually in use. Category 1 or 3 flammable liquids, or Category 3 flammable liquids with flashpoints below 100° F, must be kept in covered containers when not actually in use. Maintenance shall store all such flammable liquids in fire-proof cabinets. Flammable liquids containers too large to fit within a fire-proof container (e.g., jetA fuel) will be covered and stored at the north end of Hangar 4.

The quantity of flammable or combustible liquid that may be located outside of an inside storage cabinet or in any one fire area of Hangar 4 may NOT exceed:

- 25 gallons of Category 1 flammable liquids in containers;
- 120 gallons of Category 2, 3, or 4 flammable liquids or liquids with flashpoints greater than 199.4° F in containers; and
- 660 gallons of Category 2, 3, or 4 flammable liquids or liquids with flashpoints greater than 199.4° F in a single portable tank.

Category 1 and 2 flammable liquids may be drawn from or transferred into containers within a building only through a closed piping system. Flammable and combustible liquids may be drawn from safety cans, by a device drawing through the top, or by gravity through an approved self-closing valve. **Transferring by air pressure is prohibited.**

Adequate precautions must be taken to prevent the ignition of flammable vapors. Flammable liquids must be kept away from all sources of ignition.

Category 1 or 2 flammable liquids, or Category 3 flammable liquids with flashpoints below 100°F may not be dispensed into containers unless the nozzle and containers are electrically interconnected.

4 EVACUATION PROCEDURE

Each Department location is responsible for outlining a site-specific procedure for evacuations. This site-specific procedure can be found in Appendix I of this plan. Evacuation drills must be conducted on an annual basis to ensure proper implementation of the plan. Drills will be documented and reviewed to determine necessary changes in the plan. Dreamline's **Emergency Response Plan, Section 3.1** should be referenced for Emergency Evacuation Assembly procedures.

4.1 Evacuation Roles

The safety of non-Department personnel, i.e., passengers, vendors, contractors, etc., during a facility emergency is the responsibility of the employees of this facility. Safety Coordinators are responsible for the evacuation of any individuals found during the facility search.

Each Safety Coordinator is responsible for the communication, coordination, and control of emergency evacuation operations. These responsibilities include:

1. Ensure all personnel present have been appropriately notified of the emergency.
2. Ensure all personnel, known or thought to be present in the facility at the time of the alarm, have evacuated to pre-designated safe areas.
3. Ensure the appropriate emergency response agency has been notified.
4. Act as facility liaison with emergency responders.
5. Make an initial report to the Director of Safety.

Upon arrival at the appropriate safe area, all personnel who are not assigned specific emergency responsibilities shall remain until accountability check is made, and the Safety Coordinator dismisses personnel.

4.2 Evacuation Routes

Evacuation route maps are posted indicating the shortest route to a designated exit door. Evacuation route maps clearly depict primary and secondary evacuation routes from all work areas, location of alarm devices, and the location and type of fire extinguishing equipment. An evacuation map shall be posted at doorways providing access to exits for reference in an emergency evacuation. Each base shall maintain evacuation route maps in, at least, the following locations:

1. Main reception/passenger area,
2. Hangar area,
3. Maintenance shop area,
4. Flight operations area, and
5. Any other work area where employees are routinely assigned to perform duties.

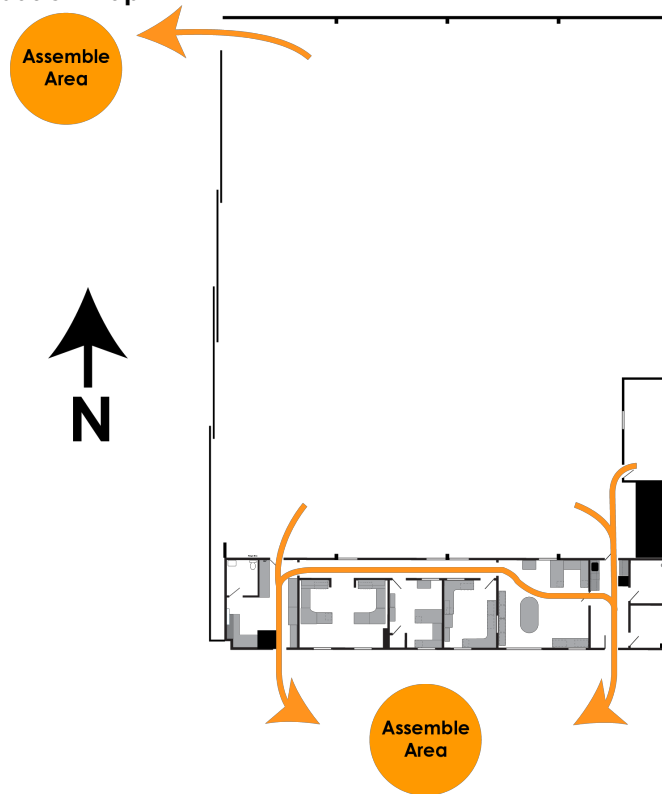
Every exit and exit access shall be marked by a readily visible sign. Any door, passage, or stairway which is neither an exit nor an exit access, and could be mistaken for an exit, shall be identified by a sign reading "Not an Exit," or indicating its actual destination ("Storeroom," "Closet").

Every aisle or exit access to a designated exit door shall be a minimum of 28" wide and shall be maintained free of obstructions. Designated exit doors shall not be locked during working hours to allow egress in the event of an emergency.

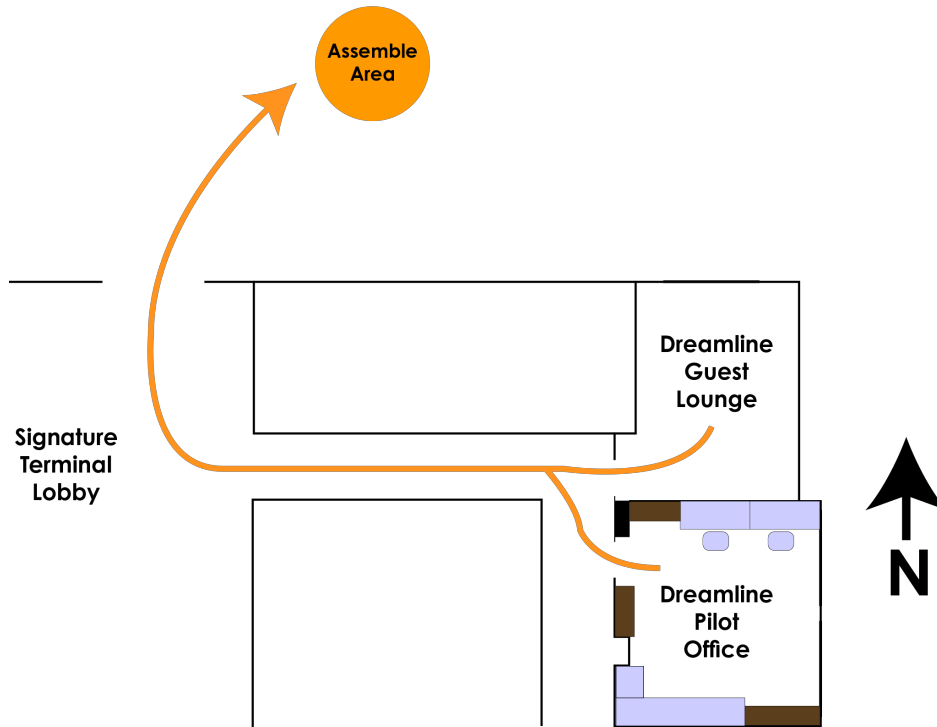
4.3 Blue Cube Evacuation Map



4.4 Hangar 4 Evacuation Map



4.5 Signature Offices Evacuation Map



5. EMERGENCY TELEPHONE NUMBER LISTS

Emergency telephone number lists must be posted at the respective base. Each base's emergency telephone list must include phone numbers for police, fire department, and emergency medical aid. An emergency telephone list shall be posted on or immediately adjacent to phones in, at least, the following areas:

1. Main reception/passenger area, (**Guest Lounge – Signature East Terminal Building**)
2. Hangar area (**SE Wall near First Aid area**)
3. Maintenance shop area, and (**Hangar 4 Conference Room**)
4. Flight operations/dispatch area (**Director of Flight Operations and Pilot Office**).

6. POWER OUTAGES

To ensure employee safety during power outages, all normally occupied work areas and storage areas will be provided with emergency lighting. All emergency lighting shall be tested in accordance with NFPA 101 standards.

This requires that all emergency lighting systems or units be tested monthly for a 30 second interval and annually for one- and one-half hours. These tests will be documented and units that do not operate to specifications will be repaired or replaced.

Power outages may occur at the facility for a number of reasons. Severe weather, equipment failure, accident, and fire are some of the possibilities. As with all emergency situations, all employees are to remain calm. The following steps should be taken to prevent possible damage to equipment and employees:

1. Remain at your present location for a few minutes to determine if the power will be restored immediately. If you are working at a computer or other sensitive equipment, shut off the power to prevent a surge when the power comes back on.
2. If the power does not come on and there are no evacuation alarms, attempt to locate your supervisor or the Facility Evacuation Coordinator for instructions. If you require assistance in finding an exit, call out for help. Emergency lighting should be on in all areas; however, some locations may not operate properly.
3. Do not leave the facility unless dismissed by your supervisor or the Safety Coordinator.
4. Since ventilation, temperature controls, lighting and alarms will not be operating, no work should be conducted with hazardous materials. These items should be cleaned up and placed in appropriate storage as soon as possible.
5. An accountability check should be done, and the Safety Coordinator will determine what action to be taken based on an estimate and reason for the outage.

7. TRAINING

All employees will receive Fire Prevention training during their Basic Indoctrination. Maintenance and Line Service personnel will, during their Basic Indoctrination, also receive training on the use of Fire Extinguishers.

During Basic Indoctrination (or non-flight personnel), employees will be instructed on the fire dangers that they will face in the workplace. They will also receive instructions on evacuating their facility. Specifically, each new employee will be trained on:

- Potential ignition sources in their workplace
- Effective "housekeeping" procedures
- Use of Fire Alarm and Evacuation procedures
- The name of their Safety Coordinator
- The use and storage of flammable liquids

Maintenance and Line Service personnel will receive annual recurrent training in fire prevention, use of fire extinguishers, and the use and storage of flammable liquids. The Safety Coordinator for each department will document all training. Maintenance department training records will be maintained in the Director of Maintenance Office. Line Service training records will be maintained in the HR office. Documentation of training for administrative staff will be maintained in the HR office.

7.1 Training Handouts

Training Handouts for Fire Prevention are found in Section 15

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