BMW Kingston
Feb. 10, 2020

1412 Bath Road,
Kingston, Ontario K7M 4X6
613-817-1808

ZANCHIN
AUTOMOTIVE GROUP

THE APPROVED LOCATION OF THE FIRE SAFETY PLAN

(South Entrance to Service Drive Thru)

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***Attachments, floor plan, extinguisher listing, pull stations, employee list**

Part 1 Introduction

The Ontario Fire Code, Division B Section 2.8 requires the implementation of a FIRE SAFETY PLAN for this building/occupancy. The plan shall be approved by the Chief Fire Official and kept in the building in an approved location, satisfactory to the Chief Fire Official.

The implementation of the Fire Safety Plan helps to ensure effective utilization of life safety features in a building to protect people from fire. The required Fire Safety Plan should be designed to suit the resources of each individual building or complex of buildings. It is the responsibility of the owner to ensure that the information contained within the Fire Safety Plan is accurate and complete.

The Fire Protection and Prevention Act 1997, Part VII, Section 28, states that in the case of an offence for contravention of the fire code, a corporation is liable to a fine of not more than $100,000 and an individual is liable to a fine of not more than $50,000 or imprisonment for a term of not more than one year or both.

This official document is to be kept readily available at all times for use by staff and fire officials in the event of an emergency.

The Fire Safety Plan is also used to provide training to the buildings supervisory staff who must have received instructions in the fire safety procedures as described in the plan before they are given any responsibility for fire safety. Supervisory staff shall be available on notification of a fire emergency to fulfil their obligations described in the Fire Safety Plan, although it is not necessary that supervisory staff be in the building on a continual basis.

The Chief Fire Official is to be notified regarding any subsequent changes in the approved Fire Safety Plan.

Once approved, the Fire Department may require the plan to be re-submitted if there is any changes to occupancy or use, if there are any changes in standards, if the Fire Safety Plan has not been kept current or up to date, or because the Chief Fire Official judges the current Fire Safety Plan is no longer acceptable.

Part 2 Audit of Building Resources

Occupancy Type: Automotive Dealership
Occupant Load: 150

No. of Storey's: 2

Fire Department Access

Designated Fire Route: ☐ No ☑ Yes (Location(s)): Circles the total dealership

Nearest Municipal Hydrant Location: South/West side of lot

Fire Department Connection: ☐ No ☑ Yes (Location(s)): South/West on drivethru

Private Hydrants: ☑ No ☐ Yes (Location(s)): None

Lockbox: ☑ No ☐ Yes (Location(s)): None

Utilities and Shut-offs

Heating ☑ Natural Gas ☐ Electric ☐ Other

Main Gas Shut-off: ☐ No ☑ Yes (Location(s)): East side of Building

Main Electrical Shut-off Location: East side of building in the Electrical Room

Main Domestic Water Shut-off Location: East side of building in the parts delivery area

Part 2 — Fire Protection Systems

Sprinkler System: ☐ No ☑ Yes Type: ☑ Wet ☐ Dry ☐ Other

Fire Dept. Connections: ☐ No ☑ Yes (Location(s): South/West on drivethru

Connected to the Fire Alarm System: ☐ No ☑ **Yes**

Location of Sprinkler Room/Shut Off Valves: East side of building in the parts delivery area

Standpipe System: ☑ No ☐ Yes Type: ☐ Wet ☐ Dry

Fire Dept. Connections: ☑ No ☐ Yes (Location(s):

NOTE: (i) each Hose Connection in a standpipe system shall have a legible sign reading: "FIRE HOSE FOR USE BY TRAINED PERSONS ONLY"

NOTE: (ii) Standpipe hose stations shall be unobstructed, clearly identified and shall be used for fire protection only.

Portable Fire Extinguishers (Refer to schematic drawings)

ABC Extinguishers: 8 Location(s): All rooms mounted on walls see appendix B
K Type (wet) Extinguisher (if applicable): Location(s):

Emergency Lighting

☐ No ☑ Yes Type: ☑ Battery ☐ Generator
Location(s): LED Lighting individually has a back-up battery

Part 2

Extra Hazardous Area:

Is there hazardous materials on site? ☐ No ☑ Yes

Is there Flammable and Combustible Liquids stored on-site? ☐ No ☑ Yes

(Storage of these liquids need to be stored in compliance with Part 4 of Division B of the Ont. Fire Code)

If YES, please list the materials below:

Material	Quantity	Location
GASOLINE		UP TO 20 CARS IN FACILITY CONTAINING GAS IN FUEL TANKS
GASOLINE	20 LITRES	APPROVED GASOLINE CONTAINER
ENGINE OILS	200	PARTS INVENTORY INSIDE PARTS DEPARTMENT
ENGINE OILS	2000 LITRES	ON SHOP MEZZANINE
DIESEL OILS	209 LITRES	PARTS DEPT ACCESS FROM SHOP DOOR
MSDS	ALL LIQUIDS	HEALTH & SAFETY FILING CABINET IN LUNCHROOM

Exits: Refer to schematics for location of exits pg.

Part 3 Emergency Contacts

Business/Building Name: BMW Kingston
Address: 1412 Bath Road, Kingston, Ontario K7M 4X6
Business Phone No. 613-817-1808 Business Fax Phone No. 613-546-1602

Building Manager: Scott Douglas Home Phone Number: 613-449-5082
Address: 228 Mill Pond Place Kingston, ON K7M0C9 Cell Phone Number: 613-449-5082

After Hour Contacts (24 hour telephone numbers)

Manager/Supervisor: Scott Douglas Home Phone No. 613-449-5082
Cell Phone No. 613-449-5082

Employee/Title: Peter Holden Home Phone No. 613-305-4427
Cell Phone No. 613-305-4427

NOTE: Contacts normally called in order of nearest to the property for quickest response. Best phone numbers required to fulfil responsibilities.

Sprinkler Monitoring Company: Alliance Security Phone No. 613-547-6060

Fire Department Emergency 9-1-1
Dispatch 613-548-4001 ext 0
Fire Prevention 613-548-4001 ext 5123

Part 3

Staff Personnel with Building Access

Name: Scott Douglas	Residents Phone # : 613-449-5082	Cell: 613-449-5082
Name: Peter Holden	Residents Phone # : 613-305-4427	Cell: 613-305-4427
Name: Justin Gurr	Residents Phone # : 613-453-4877	Cell: 613-532-4427
Name: Cindy Jones	Residents Phone # : 613-921-4385	Cell: 613-921-4385
Name: Rey Abrena	Residents Phone #:613-583-4076	Cell:613-583-4076
Name:	Residents Phone Number:	Cell:
Name:	Residents Phone Number:	Cell:
Name:	Residents Phone Number:	Cell:
Name:	Residents Phone Number:	Cell:
Name:	Residents Phone Number:	Cell:
Name:	Residents Phone Number:	Cell:

Part 4

Site Plan

(Please insert a Site Plan and a text description on how to exit the building to a safe zone)
Insert Image Below

Floor Plan

(Please insert a Floor Plan and a text description on how to exit the building to a safe zone)
Insert Image Below

(Incase a description of fire espace route is not described.)

Floor Plan

(Please insert a Floor Plan and a text description on how to exit the building to a safe zone)
Insert Image Below

(Incase a description of fire espace route is not described.)

Part 5 Persons Requiring Assistance

Persons that are handicapped and/or require assistance in the event of an evacuation of the building are requested to advise management in order that they may render assistance. The list of persons requiring assistance is required to be updated as often as necessary by management and these updates are to be provided to the Fire Department. An updated list will be kept in the same location as the approved Fire safety Plan within the building.

Occupants Requiring Assistance

Unit#	Name	Telephone	Difficulty

Part 6

Emergency Procedures for Occupants

Emergency procedures signage will be affixed to the wall on each floor area.

IN CASE OF FIRE

Upon Discovery of Fire:

1. Immediately pull the nearest fire alarm pull station as you exit the building if possible, if not yell "FIRE" as you exit.
2. If possible close doors behind you.
3. When evacuating the building, be sure to feel doors for heat before opening them to be sure there is no fire danger on the other side.
4. If there is smoke in the air, stay low to the ground, especially your head, to reduce inhalation exposure. Keep hand on the wall to prevent disorientation and crawl to the nearest exit.
5. Once away and clear from danger, call 911.
6. Go to your emergency muster point and await further instructions from emergency personnel or management.

Upon Hearing of a Fire Condition:

- Leave building via nearest exit.
- Close doors behind you.
- Do not use elevator.

Part 7

Emergency Procedures for Supervisory Staff when alarm is heard

1. Call 9-911 (or appropriate numbers for Police, Fire, Ambulance, etc.) when the fire alarm is activated. Report the nature of the incident (fire or smoke), the name and location of the building, the location of anyone requiring assistance, and other pertinent information such as the stage of evacuation and intensity of fire.
2. Remain outside near the Main Entrance during an evacuation to meet fire personnel.
3. The lead person will designate an assistant to count all the individuals that have evacuated. Individuals at the muster point must be counted and if it is found that any individual is missing the supervisor must be told so that they can inform the fire fighters.

- Call 9-1-1 from a safe location.
- Exit the building via the nearest exit.
- Await the arrival of Fire Department at the main entrance.

Related Duties

In general:

- Keep the doors in fire separations closed at all times.
- Keep access to exits and EXITS, inside and outside, clear of any obstructions at all times.
- Do not permit combustible materials to accumulate in quantities or locations that would constitute a fire hazard.
- Promptly remove all combustible waste from areas where waste is placed for disposal, if applicable.
- Keep access roadways, fire routes and fire department connections clear and accessible for fire department use.
- Maintain the fire protection equipment in good operating condition at all times.

- Participate in fire drills. Occupants' participation should be encouraged.
- Have a working knowledge of the building fire and life safety systems.
- Ensure the building fire and life safety systems are in operating condition.
- Arrange for a substitute in your absence.
- Comply with the Ontario Fire Code.
- In the event of any shutdown of fire and life safety systems, notify Peter Holden Scott Douglas and initiate alternative measures.

Part 8 Responsibilities of the Owner / Occupant

- Keep a copy of the approved Fire Safety Plan on the premises in an approved location.
- Notification of the Chief Fire Official regarding changes in the Fire Safety Plan.
- Ensure that the information in the Fire Safety Plan is current.
- Designate and train sufficient alternates to replace supervisory staff during any absence.

Part 9 Fire Hazards

In general, occupants should:

- Know how to alarm occupants of building, know where exits are located.
- Call Kingston Fire Department immediately (9-1-1) whenever you need assistance.
- Know the correct address of the building.
- Notify the building owner/property management if special assistance if required in the event of an emergency.
- Know procedures established to implement safe evacuation. Read and follow the manufacturer's smoke alarm (and CO detector if applicable) instructions, available from building owner/property management.
- Know the supervisory staff in your building.
- Report any fire hazard to supervisory staff.
- Know the stairwell designation and the crossover floors (if any).

Part 10 Fire Extinguishment, Control or Confinement

In the event a small fire cannot be extinguished with the use of a portable fire extinguisher or the smoke presents a hazard for the operator, the door to the area should be closed to confine and contain the fire. Leave the fire area. Ensure that the Fire Alarm System has been activated and that Kingston Fire Department has been notified prior to an attempt to extinguish the fire. Only those persons who are trained and familiar with extinguisher operation may attempt to fight the fire.

Part 11 Alternative Measures for Occupant Fire Safety

In the event of any shut-down of fire protection equipment systems or part thereof, in excess of 24 hours, the fire department shall be notified in writing. Occupants will be notified and instructions will be posted as to alternative provisions or actions to be taken in case of emergency. These provisions and actions must be acceptable to the Chief Fire Official.

All attempts to minimize the impact of malfunctioning equipment will be initiated. Where portions of a sprinkler or fire alarm system are placed out of service, service to remaining portions must be maintained, and where necessary, the use of watchmen, bull-horns, walkie talkies, etc. will be employed to notify concerned parties of emergencies. Assistance and direction for specific situations will be sought from Kingston Fire Dept & Scott Douglas

Procedures to be followed in the event of shutdown of any part of a fire protection system are as follows:

1. Notify KFR Dept & Alliance Security 613-547-6060 , dial 613-548-4001 **(DO NOT USE 911).** Give your name, address and a description of the problem and when you expect it to be corrected. Kingston Fire & Rescue is to be notified in writing of shutdowns longer than 24 hours.

2. Post notices at all exits and the main entrance, stating the problem and when it is expected to be corrected.

3. Have staff of other reliable person(s) patrol the affected area(s) at least once every hour.

4. Notify KFR Dept & Alliance Security 613-547-6060 and the building occupants when repairs have been completed and systems are operational.

Fire Watch Duties

Definition: The term **"fire watch"** is used to describe a dedicated person or persons whose sole responsibility is to look for fires within an established area. Fire watch is required in the event of temporary failure of the fire alarm system or where activities require the interruption of any fire detection, fire suppression, or alarm system component.

Note: All building occupants are to be notified in writing that the

a) Keys and/or access codes to provide entry to all rooms/spaces.
b) Floor plans of the building under Fire Watch.

1) Fire Watch personnel are to be familiar with the building and procedures for alerting the Fire Dept. and all building occupants in the event of a fire.

2) Rounds shall be diligently completed at least once an hour, and recorded immediately upon the conclusion of each round on the Fire Watch Log sheet. The person completing the rounds will record the time each round was completed.

3) Fire Watch personnel are to have fire extinguishing equipment readily available and be trained in its use.

4) If fire or smoke conditions are discovered, alert all building occupants by sounding a portable air horn or another device approved by the Chief Fire Official.

5) A telephone must be readily available at all times to notify Kingston Fire Department of an emergency by calling 9-1-1. Always call from a safe location.

6) Do not attempt to extinguish the fire unless it is safe to do so.

7) Once building evacuation is completed, await the arrival of Fire Department at a safe location and direct them to the scene. Do not re-enter the building without permission from the Fire Department.

8) While the sprinkler system and/or fire alarm system(s) are shut down, assigned fire watch personnel shall patrol the area until both the fire alarm system and the sprinkler system has been restored.

9) Exit doors, access to exits and corridors are to be checked periodically for proper operation and obstructions while performing Fire watch duties.

Fire Watch Log Report

_____system out of service	Date: _____	Time: _____
Notified the Fire Dept. of situation.	Date: _____	Time: _____

_____system in service	Date: _____	Time _____
Notified the Fire Dept. of situation.	Date: _____	Time: _____

Part 12 Fire Drills

Fire drills will be held at least once every 12 months to ensure efficient execution of the Emergency Procedures. Fire drill records are required to be retained for a period of one year.

The fire drill procedures shall be prepared in consultation with the Chief Fire Official.

The Procedure is as follows:

1) Notify all occupants 24 hours in advance of the approximate time when the drill is to take place and include the date of the drill.

2) Post signs containing the above information in the lobby and other locations where guests are most likely to see them.

3) Notify the Fire Department and monitoring agency (if system is monitored) before the fire alarm is activated.

   Fire Department Phone Number is (613) 548-4001 **(Not 9-1-1 for this purpose)**

4) Commence drill.

5) Rest alarm system and verify with the alarm company that alarm is reset.

6) Notify the Fire Department when drill has been completed, if the alarm was activated.

7) Post drill de-briefing meeting will be held after drill to assess:
   a) any problems that may have occurred.
   b) that all required fire protection equipment functioned as designed.

8) Complete the appropriate fire drill document (as shown in fire safety plan) and retain the record for at least 12 months after the drill.

FIRE DRILL RECORD

Date: Time:

Manager/Supervisor On-Duty:

Staff Present:

Deficiencies Noted:

General Comments:

Part 13 Requirements of the Ontario Fire Code

It is stated in the Fire Code that records of all tests and corrective measures are required to be retained for a period of two years after they are made, and shall be available upon request to the Chief Fire Official. Records shall be made and the original or a copy shall be retained at the building premises for examination by the Chief Fire Official. Records of tests and corrective measurer's or operational procedures shall be retained so that at least the current and the immediately preceding reports are available, however, records shall be retained for a period of at least two years after being prepared.

NOTE: The initial verification or test reports for fire protection systems after November 21, 2007 shall be retained on the premises throughout the life of the systems. This requirement applies to systems installed in accordance with this Code or the Building Code.

General Fire Protection Systems/Equipment

General	Responsibility
Doors in fire separations shall be **checked** as frequently as necessary to ensure that they remain closed.	General Manager Joint Health and Safety Commitee
Exit signs shall be clearly visible and maintained in a clean and legible condition.	As above
Yearly	
Fire dampers and fire-stop flaps shall be **inspected** annually, or based on a schedule via contractor acceptable to the Chief Fire Official.	As above
Every chimney, flue and flue pipe shall be **inspected** annually and cleaned as often as necessary to keep them free from accumulations of combustible deposits.	As above
Disconnect switches for mechanical air-conditioning and ventilating systems shall be **inspected** annually to establish that the system can be shut down.	As above
Spark arresters shall be cleaned annually or more frequently where accumulations of debris will adversely affect operations. Burnt-out arresters shall be repaired or replaced.	As above

Portable Fire Extinguishers

Monthly

Responsibility

Portable extinguishers shall be **inspected** monthly. Joint Health and Safety Commitee

Yearly

Extinguishers shall be subject to maintenance not more than one year apart or when specifically indicated by an inspection. Dion Fire

Maintenance procedures shall include a thorough examination of the three basic elements of an extinguisher:

a) mechanical parts Dion Fire
b) extinguishing agent
c) expelling means Dion Fire

5 Years

Every five years, pressurized water and carbon dioxide fire extinguishers shall be hydrostatically **tested**.

6 Years

Every six years, stored pressure extinguishers that require a 12 year hydrostatic **test** shall be emptied and subjected to the applicable maintenance procedures.

Sprinkler Systems (Wet)

	Responsibility
General	
Auxiliary drains shall be **inspected** as required to prevent freezing.	Joint Health & Safety Commitee
Weekly Except for electrically supervised valves, all valves controlling water supplies to sprinklers and alarm connections shall be **checked** weekly to ensure that they are sealed or locked in the open position.	As above
Water supply pressure and system air or water pressure shall be **checked** weekly by using gauges to ensure that the system is maintained at the required operating pressure.	As above
Sprinkler heads shall be **checked** at least once per year to ensure that they are kept in good repair.	As above
Sprinkler heads shall be **checked** at least once per year to ensure that they are free from damage, corrosion, grease, dust, paint, or whitewash. They shall be replaced where necessary as a result of such conditions.	As above
On wet sprinkler systems, water-flow alarm **test** using the most hydraulically remote test connection, shall be performed annually.	As above
Sprinkler system water pressure shall be **tested** annually or after any sprinkler system control valve has been operated, with the main drain valve fully open, to ensure that there are no obstructions or deterioration of the main water supply.	As above
Plugs or caps on Fire Department connections shall be removed annually and the threads inspected of wear, rust or obstruction. Re-secure plugs or caps, wrench tight. If plugs or caps are missing, examine the Fire Department connection for obstructions, back flush if necessary and replace plugs or caps.	As above

Sprinkler Systems (Dry)

General	Responsibility
Auxiliary drains shall be **inspected** as required to prevent freezing.	Joint Health & Safety Commitee
Dry-pipe valve rooms or enclosures in unheated buildings shall be **checked** as often as necessary when the outside temperature falls below 0° Celsius to ensure that the system does not freeze.	As above
Weekly Except for electrically supervised valves, all valves controlling water supplies to sprinklers and alarm connections shall be **checked** weekly to ensure that they are sealed or locked in the open position.	As above
Water supply pressure and system air or water pressure shall be **checked** weekly by using gauges to ensure that the system is maintained at the required operating pressure.	As above
System pressure gauges shall be **checked** weekly. The system shall be maintained at the required operating pressure.	As above
6 Months Gate-valve supervisory switches and other sprinkler system supervisory devices shall be **tested** at six month intervals.	As above
Yearly Exposed sprinkler piping hangers shall be **checked** yearly to ensure that they are kept in good repair.	As above
Sprinkler heads shall be **checked** at least once per year to ensure that they are free from damage, corrosion, grease dust, paint, or whitewash. They shall be replaced where necessary as a result of such conditions.	As above
Sprinkler system water pressure shall be **tested** annually or after any sprinkler system control valve has been operated, with the main drain valve fully open, to ensure that there are no obstructions or deterioration of the main water supply.	As above

Private Fire Hydrants

General

Hydrants shall be readily available and unobstructed for use at all times.

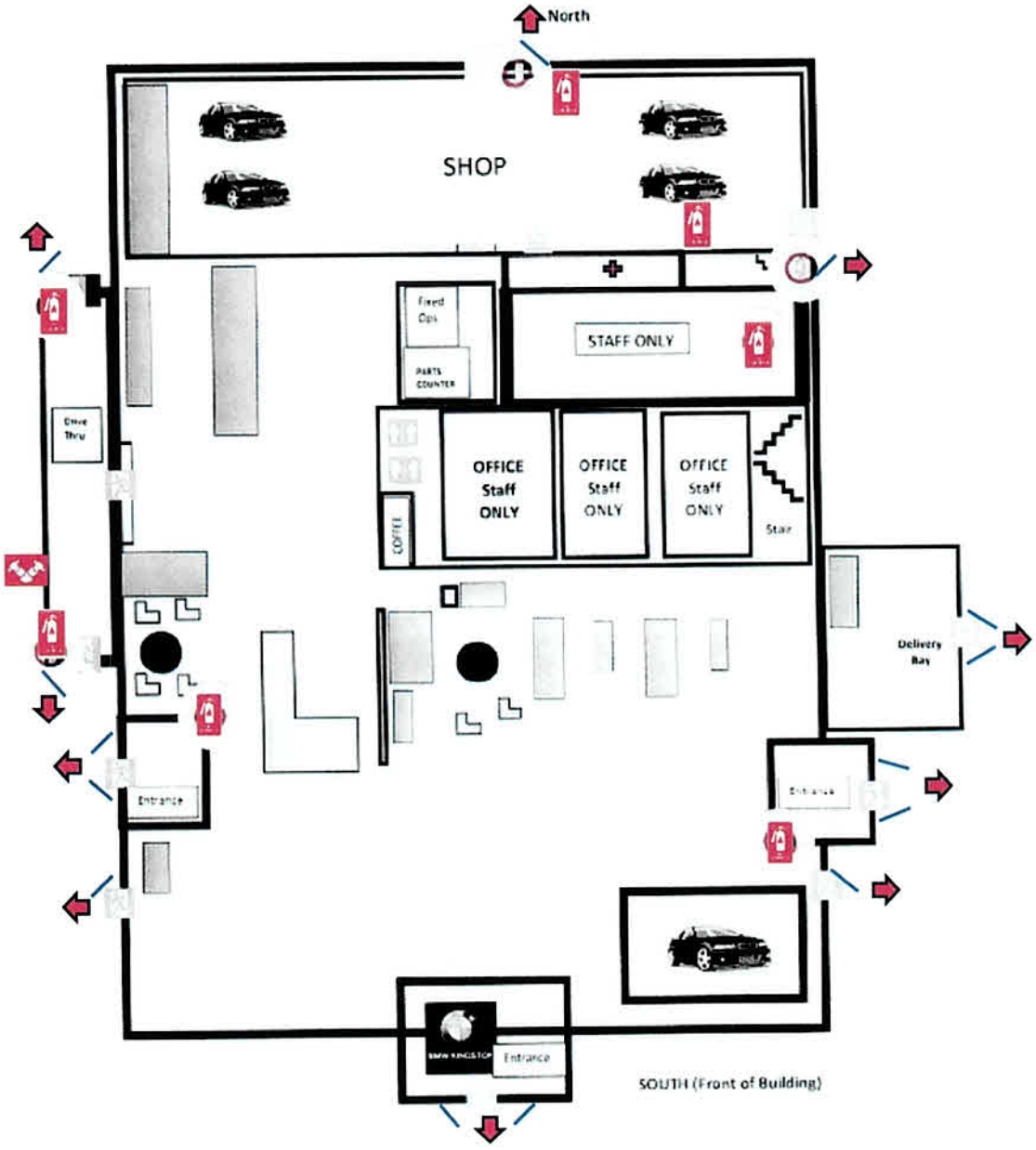
Responsibility

No Private fire Hydrants on location

Emergency Lighting System

	Responsibility
Daily	
Check pilot lights for indication of proper operation.	Joint Health & Safety Commitee
Monthly	
Batteries shall be **inspected** monthly and maintained as per manufacturer's specifications.	As above
Ensure that battery surface is clean and dry.	As above
After completion, the charging conditions for voltage and current and the recovery period will be **tested** annually to ensure that he charging system is in accordance with the manufacturer's specifications.	As above

FIRE EVACUATION MAP



Legend

- Direction of exit
- First Aid Kit
- Fire Extinguisher
- Fire Dept Connection

EMERGENCY CONTACTS

Fire Department Emergency call 9-1-1

Dispatch 613-548-4001 ext 0

BMW K After hours Emerg contact 613- 449-5082

Location Address: 1412 Bath Road, Kingston

BMW KINGSTON

Fire Training

Terry Wright <terry.wright@bmwkingston.ca>

Mon 3/9/2020 9:02 AM

To: Scott Douglas <scott.douglas@bmwkingston.ca>
Cc: Cindy Jones <cindy.jones@bmwkingston.ca>

All employees have been trained on Fire Extinguishers and Muster Points. I Have put a copy of this information in the official Fire Plan.

TW