

This Level 1 RSMP applies to:

- a facility with a total propane storage capacity of 5,000 USWG or less; or
- a facility with a fixed propane storage capacity of exactly 5,000 USWG and no more than 500 USWG of portable propane storage capacity on site.

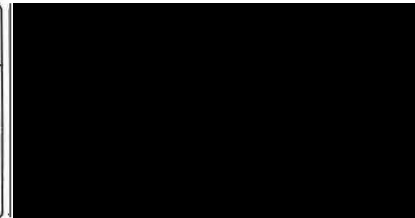
Failure to fully complete this form may result in rejection.
 Making a false statement may result in a fine or prosecution under the *Technical Standards and Safety Act*

Licence Number

Check applicable type of propane operations.

Cylinder Motor Fill Filling Plant Card/Keylock

Submit along with this completed application a Facility Site Plan and a Map of the Surrounding Area.



SECTION A: GENERAL INFORMATION

The Undersigned applies to TSSA for a review for an RSMP under Ontario's *Technical Standards and Safety Act*, Propane Storage and Handling Regulation.

Company Name: Hi -Tech Auto Care Ontario Corporation No., if applicable:

Operator Name (if different from above): same

Telephone No.: 1-519-453-2601 Fax No.: 1-519-451-0274 E-mail: htac@live.ca

B Street No.: 1765 Street Name / 911 Number / Address, if applicable: Trafalgar Street

Town / City or Township / County: London Province: Ontario Postal Code: N5W 1X7

Mailing address if different from above.

C Street No.: Street Name / 911 Number / Address, if applicable:

Town / City or Township / County: Province: Postal Code:

Information on Container Refill Centre or Filling Plant

D Location of facility.

Street No.: 1765 Street Name / 911 Number / Address, if applicable: Trafalgar Street Nearest Major Intersection: Trafalgar Street and Clark Road

Town / City or Township / County: London Province: Ontario Postal Code: N5X 1X7

Name of Licence Holder: Hi-Tech Auto Care

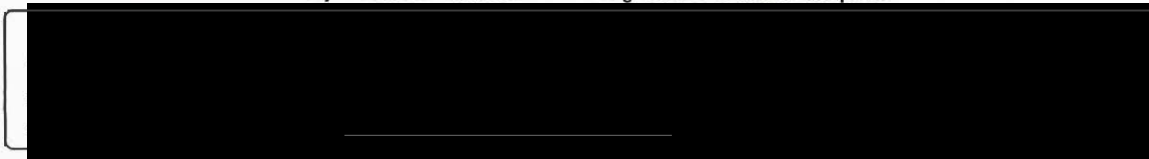
Name of a Senior Management person as defined in the regulation holding the Record of Training (ROT): Brad Vodden ROT type: 100-01 CPA, ICE

Municipality (or municipalities if the facility or its hazard distance touches multiple borders): N/A

Hours of operation:

This document is valid until the next licence renewal date. You are required by law to notify TSSA of any change of information.

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www.tssa.org

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3300 Bloor Street West
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Customer Service: 1.877.682.8772

Level 1 Risk and Safety Management Plan (RSMP)
Technical Standards and Safety Act
Propane Storage and Handling Regulation

SECTION A: GENERAL INFORMATION (cont'd)

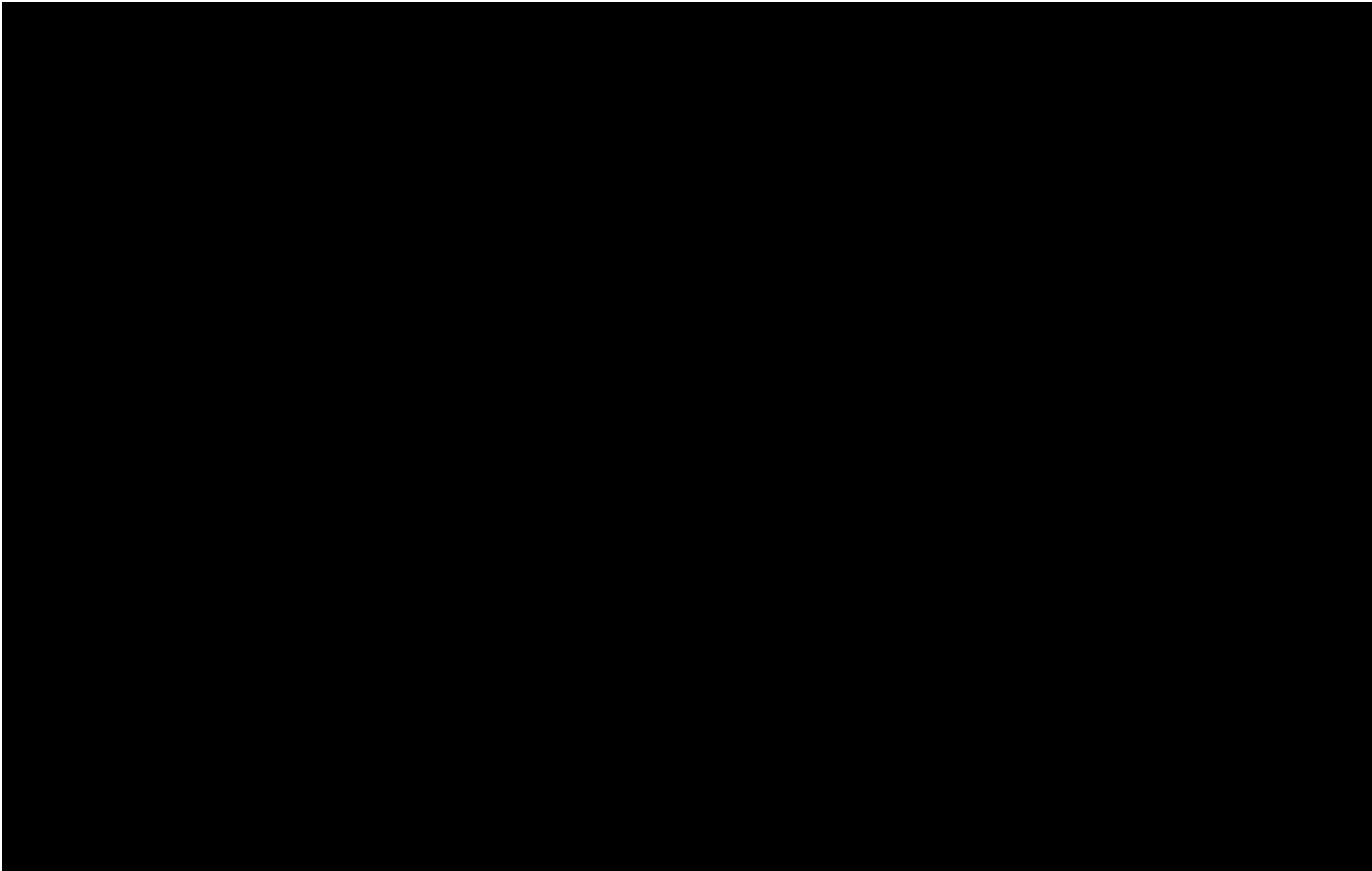
Indicate the year the facility was established. 2013 Indicate the year of any significant modifications, as defined in s.1, O.Reg 211/01, since establishment.

Identify the psig rating and serial number for each fixed propane storage tank on site.

	PSIG	Serial Number
Tank 1:	<u>250</u>	<u>30054-A</u>
Tank 2:	_____	_____
Tank 3:	_____	_____

Enter capacity of propane in USWG, fixed, portable, and mobile, and provide detailed inventory that includes the number of tank/vessel for each type (fixed, portable, and mobile) and the capacity of each tank/vessel, on a separate document.

Fixed: 5000 Portable: _____ Mobile: _____



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Name of person completing this form (please print) <u>Brad Vodden</u>	Official Title <u>President</u>	
Signature 	Telephone No. <u>519- 453 - 2601</u>	Date (dd-mm-yyyy) <u>11 12 2014</u>



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SECTION A: GENERAL INFORMATION (cont'd)

Activity Information

Name of Propane Supplier(s) Primemax Energy Inc.			For Office Use - Party No.		
Street No. 2558	Street Name / 911 Number / Address, if applicable 2558 Cedarcreek Rd				
Town / City or Township / Country Ayr, Township of North Dumfries			Province Ontario	Postal Code N0B 1A0	
Telephone No. 519-740-8209	Fax No. 519-740-1015	Contact Name Gary Froese			
E-mail gfroese@primemaxenergy.com					

Name of Propane Transporter. If same as above, please check box. <input checked="" type="checkbox"/>			For Office Use - Party No.		
Street No.	Street Name / 911 Number / Address, if applicable				
Town / City or Township / Country			Province	Postal Code	
Telephone No.	Fax No.	Contact Name			
E-mail					

Off-site Cylinder and/or Mobile Storage		Capacity stored off-site, in USWG	For Office Use - Party No.		
Street No.	Street Name / 911 Number / Address, if applicable				
Town / City or Township / Country			Province	Postal Code	
Telephone No.	Fax No.	Contact Name			

Note: Customer storage is not considered off-site storage.

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Signature 		Telephone No. 519-453-2601	Date (dd-mm-yyyy) 11 12 2014



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SECTION B: EMERGENCY AND PREPAREDNESS RESPONSE PLAN

The licence holder will complete Section B in consultation with the local Fire Services.

Description of the maximum volume, types and storage location of other hazardous materials on site, if any.

Description of fire and emergency equipment indicated on facility site map.

Fire Extinguisher Located in the Building and at the Propane Storage Tank, as well as at dispenser meter.

Fire Extinguishers are maintained in accordance with the Ontario Fire Code.

List of fire protection controls (e.g., fire detection systems, fire notification systems, alarm systems, automatic shut off devices, fusible links, etc.) and describe their function, use and operation.

Emergency Shut Off located outside the building, used to shut off power to the tank. Another emergency shut off is located inside the building which is also used as a power shut off. Nitrogen system complete with actuator connected to ISC will be installed to open and close the ISC valve.

Automatic Solenoid Shut Off Valve located on the cylinder fill and meter which shuts off pump and flow of propane.

Maintenance and testing schedule for fire protection controls and devices.

The emergency shut off located in the building is tested daily. The external shut-off is tested yearly. Nitrogen system visually inspected daily for signs of damage. Fire Extinguishers are inspected annually by outside firm for proper charging and condition. Automatic shut off valves are inspected yearly.

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SECTION B: EMERGENCY AND PREPAREDNESS RESPONSE PLAN (cont'd)

1. Contacts for Emergency Response

1. Facility Contact Personnel - Key Contact		5. Facility 24-Hour Contact Person	
Name Brad Vodden	For Office Use - Party No.	Name Brad Vodden	For Office Use - Party No.
Official Title President		Official Title President	
Telephone No. 519-453-2601	Fax No. 519-451-0274	Cell No. 519-643-6222	Fax No. 519-451-0274
E-mail htac@live.ca		E-mail htac@live.ca	
Role and responsibilities in emergency provide information about property to first responders		Role and responsibilities in emergency provide information about property to first responders	
2. Facility Contact Personnel - Alternate Contact		6. Name of Facility Manager	
Name Dan Pogue	For Office Use - Party No.	Name Justin Vodden	For Office Use - Party No.
Official Title Parts Manager		Official Title Manager	
Telephone No. 519-453-2601	Fax No. 519-451-0274	Telephone No. 519-453-2601	Fax No. 519-451-0274
E-mail dpogue@live.ca		E-mail voddenj@live.ca	
Role and responsibilities in emergency assist with emergency response, evacuation and notification		Role and responsibilities in emergency provide information about personnel & property to first responders, manage evacuation & safety of customers	
3. Local Fire Services - Key Contact		7. Propane Supplier Key Contact Person	
Name John Kobarda	For Office Use - Party No.	Name Gary Froese	For Office Use - Party No.
Official Title Chief Fire Prevention Officer	E-mail London.ca/Fire_Dept	Official Title Sales & Marketing Manager	E-mail gfroese@primemaxenergy.com
Telephone No. 519-661-2500 ext 4565	Fax No. 519-661-8419	Telephone No. 519-572-5225	Fax No. 519-740-1015
Role and responsibilities in emergency Oversee Fire Crew, and coordinate steps required.		Role and responsibilities in emergency give technical advice to company and first responders	
Fire Services Address 2125 Trafalgar Street, London		Propane Supplier Address 2558 Cedar creek Rd, Ayr, ON N0B 1E0	
4. Local Fire Services - Alternate Contact		8. Municipal Contact	
Name Dave Lazenby	For Office Use - Party No.	Name Cathy Saunders	For Office Use - Party No.
Official Title Deputy Fire Chief	E-mail London.ca/Fire_Dept	Official Title City Clerk	
Telephone No. 519-661-2500 ext. 5621	Fax No. 519-661-8419	Telephone No. 519-661-2500 ext. 4937	Fax No. 519-661-8419
Role and responsibilities in emergency Oversee Fire Crew, and coordinate steps required		E-mail csaunders@cityoflondon.ca	
Fire Services Address 400 Horton Street, London		Municipality Name and Address City Of London ,300 Dufferin Street, London N6A 4L9	

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Signature 	Telephone No. 519-453-2601
	Date (dd-mm-yyyy) 11 12 2014



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SECTION B: EMERGENCY AND PREPAREDNESS RESPONSE PLAN (cont'd)

2. Additional Safety Measures

Describe any other measures in place at the facility that exceed the minimum Code and Standards requirements.

Daily visual inspection of all parts of the dispenser equipment i.e. hoses, tank, fittings

Emergency evacuation plan posted. Training of staff on emergency evacuation plan.

The tank is equipped with an electronic solenoid valve that closes on loss of power. The ESD provides remote shutdown to the tank area and the tank is protected by posts. The position is setback from the front and allows lots of room for Emergency Vehicles to Access to the site from both Falcon and Trafalger streets.

Fill valve is a "double -back-check design providing redundant closing of fill point when disconnecting hose.

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SECTION B: EMERGENCY AND PREPAREDNESS RESPONSE PLAN (cont'd)

3. Record of Emergency Training Provided - For most recent 12-month period.

Training on Emergency Response Plan and Procedures provided to facility key contacts.

Training Date (dd-mm-yyyy) TBD	Print Name of Training Provider: Primemax Energy Inc.
	Print Name of Instructor: Ron Driedger
Training Date (dd-mm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:
Training Date (dd-mm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:

Training on the facility's Emergency Management Procedures provided to staff.

Training Date (dd-mm-yyyy) TBD	Print Name of Training Provider: Primemax Energy Inc.
	Print Name of Instructor: Ron Driedger
Training Date (dd-mm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:
Training Date (dd-mm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:

On-site specific training provided to certificate holders / persons with Records of Training.

Training Date (dd-mm-yyyy) 15-05-2013	Print Name of Training Provider: Primemax Energy Inc.
	Print Name of Instructor: Ron Driedger T223
Training Date (dd-mm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:
Training Date (dd-mm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:

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SECTION B: EMERGENCY AND PREPAREDNESS RESPONSE PLAN (cont'd)

4. Emergency Training Plan for Coming Year

Training on Emergency Response Plan and Procedures provided to facility key contacts.

Target Date (dd-mm-yyyy) at time of site opening	Print Name of Training Provider: Hi-Tech Auto Care
	Print Name of Instructor: Brad Vodden
Target Date (dd-mm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:
Target Date (dd-mm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:

Training on the facility's Emergency Management Procedures provided to staff.

Target Date (dd-mm-yyyy) at time of site opening	Print Name of Training Provider: Brad Vodden
	Print Name of Instructor: Hi-Tech Auto Care
Target Date (dd-mm-yyyy) as new staff are hired	Print Name of Training Provider:
	Print Name of Instructor:
Target Date (dd-mm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:

On-site specific training provided to certificate holders / persons with Records of Training.

Target Date (dd-mm-yyyy) 15-05-2013	Print Name of Training Provider: Primemax Energy Inc.
	Print Name of Instructor: Ron Driedger T-223
Target Date (dd-mm-yyyy) staff before site opens	Print Name of Training Provider: Primemax Energy Inc.
	Print Name of Instructor: Ron Driedger T-223 C.P.A.
Target Date (dd-mm-yyyy) new staff as required	Print Name of Training Provider: Primemax Energy Inc.
	Print Name of Instructor: Ron Driedger T-223 C.P.A.

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SECTION B: EMERGENCY AND PREPAREDNESS RESPONSE PLAN (cont'd)

The licence holder will complete Section B in consultation with the local Fire Services.

5. Emergency Response Communications Plan

Warnings and Actions

Describe who gives warnings to whom, and how and when the warning will be given (including public notification as appropriate).
Either the director, or in his absence the employee shall contact Emergency Services via 911 call to inform Emergency Services in the event of an emergency
Also, the director or in his absence, employee shall ensure that the facility is evacuated and persons are directed to the safe area located across the road.
Also, the neighbouring businesses would be notified of the danger by air horn located on building on site.

Describe what action is to be taken and by whom when a warning is issued (including details of a meeting place in a safe identified area and activating the evacuation plan, if necessary).
The director, or in his absence employee shall ensure to notify vocally to every person on the grounds to evacuate to the designated safe area. Emergency Services will be notified by cell phone located in the safe area. Also neighbouring business will be notified., and directed to safe area.
Muster Point is on Emergency Plan and head counts are taken. Access points are barricaded.

Communication with Emergency Response Authorities

Describe when and how the licence holder will give early warning to emergency response authorities (including a process to ensure that a call is placed to 911).
The director or in his absence employee shall call emergency services via phone immediately upon discovery of any hazard that may result in an imminent dangerous situation. The phones located in the safe area or via cell phone whichever is closest to the person shall be used.
Confirmation between both parties will be made prior to contacting Emergency Services.

Describe provisions for fire department entry when there are no operations or staffing at the propane site.
Access to the single pressure vessel is open accessed near front of the site. First responders have ease of access to site at all times. Access to the building when locked, would be through windows accessible at entry way to the building. In the event that EMS requires to shut down power to filling station, an emergency shut-off is located outside the building and is identified.

Describe how the licence holder will ensure continual flow of updated information to authorities.
Licence holder will ensure that in the event of an emergency, staff will be at site maintaining communication with first responders, giving assistance wherever and however. Information regarding the volume of propane will be reported to the Incident Commander as requested by the Key Contact or the Alternate Contact.

How long will it take the facility liaison person to respond to the site.
Key Contact & Alternative Contact can be on site in 10 minutes once notified.

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SECTION B: EMERGENCY AND PREPAREDNESS RESPONSE PLAN (cont'd)

The licence holder will complete Section B in consultation with the local Fire Services.

6. Building and Site Security and Procedures

	Yes	No
1. Does the propane location have controlled access to limit unnecessary risk and entry (lock out procedures)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Is there adequate night lighting at the site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Are procedures in place that ensure access routes, aisles, storage area, filling areas and the grounds are kept clear from unwanted materials?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Are there procedures that capture and record the daily inspection of hoses and inspection requirements for filling systems and mechanical devices used in the transfer of propane?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Does the facility have procedures that include a process to isolate and purge any overfilled propane cylinders?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Are weighing systems validated for accuracy?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Are storage areas clearly marked with the vessels' capacity status (i.e., filled, empty, purged and other hazardous materials)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Are quality assurance procedures in place to ensure that all valves are closed after the propane cylinders are filled?(e.g., QCC valves)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Is the schedule of maintenance and testing activities retained on site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

7. Water Supply

The propane licence holder should work with the local fire department to determine water supply capabilities that are available based on the propane facility's location.

	Yes	No
1. Is a pressurized water system available at the propane facility site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Can the municipal fire department pump 375 GPM (1420 LPM) of water at this location?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. What is the unobstructed distance to the closest water supply that could be used for firefighting activities? (distance in metres only)	<u>71</u>	
4. What is the unobstructed distance to the closest approved water supply with year round access if there are no hydrants? (distance in metres only)	<u>n/a</u>	

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SECTION B: EMERGENCY AND PREPAREDNESS RESPONSE PLAN (cont'd)

The licence holder will complete Section B in consultation with the local Fire Services.

8. Licence holder and local Fire Services Review

To be completed by the Local Fire Services

Has the local fire service had an opportunity to review the Emergency Response and Preparedness Plan?

Yes

No

If not, please explain (e.g., no fire services).

Fire services comments, if any:

All issues satisfied

To be completed by the Licence Holder

In response to the above comments, the following action(s) is required:

The licence holder will respond to the Local Fire Services comments by: _____

(dd-mm-yyyy)

LOCAL FIRE SERVICES

The undersigned has reviewed Section B of the Risk and Safety Management Plan Fire Services.

Local Fire Services Name	Print name <i>Brent Smith</i>	Signature <i>[Signature]</i>	Date (dd-mm-yyyy) <i>12/12/2014</i>
--------------------------	----------------------------------	---------------------------------	--

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Signature <i>[Signature]</i>	Telephone No. 519-453-2601
	Date (dd-mm-yyyy) <i>11 12 2014</i>



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SECTION C: SUBMISSIONS

Applicant must include a Facility Site Plan and Map of Surrounding Area

Facility Site Plan.

The licence holder will submit a copy of the original facility site plan updated with the following information:

1. The storage location of fixed, portable, and mobile vessels.
2. The maximum volume, types and storage location of hazardous materials.
3. Location of permanent structures on site.
4. Access and egress points and location of barriers.
5. Location of fire and emergency equipment (e.g., sprinkler systems, extinguishers, suppression systems) on site and location of fire hydrant or water supply where available.
6. Location of emergency shut off/shut down switches/valves.

Map of Surrounding Area.

The licence holder will submit a scaled aerial map of the surrounding area showing the following information:

7. The capacity and placement of the single largest propane storage vessel, including its setback from the front, rear and side property lines.
8. GPS co-ordinates of the single largest vessel.
9. Visual indication of the single largest fixed vessel and a circle made using the distance in Table 1 as the radius from the single largest fixed vessel.
10. Clear indication of the municipality or municipalities present within the circle.
11. Visual indication of property line information.
12. The location and name of roads within or abutting the site.
13. Key note to the drawing indicating the facility's municipal address, municipal lot number(s) and concession lines as applicable, and the date the map was prepared.
14. Address and contact information for each municipality (municipal clerk or secretary-treasurers of planning board). (Refer to page 5.)
15. Complete "Required Mapping Information from Updated Site Plan" in table below .

Required Mapping Information from Updated Site Plan

Date Map Prepared (dd-mm-yyyy) 23-10-2013	Capacity of single largest propane storagevessel (USWG) 5000 USWG
Tank setback coordinates. Indicate placement on the map.	
Front: 40.6 m	Right side property line: 27.1m
Rear: 17.0 m	Left side property line: 33.4
GPS coordinates of single largest vessel: N42° 59'24" W81° 10'32"	

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SECTION C: SUBMISSIONS (cont'd)

Applicant must include a Facility Site Plan and Map of Surrounding Area

Table 1: Distance Table

Water Capacity (litres)	Nominal Water Capacity (USWG)	Distance to 1 psi overpressure (m)
1,890	500	155
3,780	1,000	195
4,920	1,300	213
6,620	1,750	235
7,130	1,885	241
7,560	2,000	246
18,900	5,000	333

Formula: $D = 16.94 \times (1.524 \times C)^{1/3}$
 D = Distance to overpressure of 1 psi (meters)
 C = Tank Total Capacity in USWG

Parameters: Density of Propane is 0.5033 kg per litre @ 15 C
 Assume all vessels are 80% full
 1 gallon [US, liquid] = 0.003785411784 cubic meter
 1 cubic metre = 264.17 USWG

Hazard Distance Chart (EPA-TNT model)



SECTION C: SUBMISSIONS (cont'd)

Applicant must include a Facility Site Plan and Map of Surrounding Area


As an accompaniment to the Map of Surrounding Area, provide the following information about buildings and features present within the circle in Table 2.

Table 2: Buildings and Features

Buildings and Features Present within the Circle on the Map of the Surrounding Area AND Name and Address of Closest Building or Feature	* Number of Buildings and Features (mark with an "X")				Distance from Tank to Closest Building or Feature
	0	1	2-10	11+	
Industrial buildings or parks or golf courses Name: <u>Puglia Moldings Ltd.</u> Address: <u>138 Falcon Street</u> City: <u>London</u> Province <u>Ontario</u> Postal Code <u>N5W 1X7</u>				X	<u>45</u> m
Residential building units specifically permanent single family dwellings, condominiums, and apartments. Name: [REDACTED] Address: [REDACTED] City: [REDACTED]				X	<u>79</u> m
Commercial building units specifically retail, restaurants, entertainment, theatres, and sporting complexes. Name: <u>Portugese Club of London Inc.</u> Address: <u>136 Falcon Street</u> City: <u>London</u> Province <u>Ontario</u> Postal Code <u>N5W 1X7</u>		X			<u>66</u> m
Commercial building units – continuous occupancy specifically hotels, campgrounds, and resorts. Name: _____ Address: _____ City: _____ Province _____ Postal Code _____	X				<u>0</u> m
Sensitive institutions specifically hospitals, schools and day cares, nursing and retirement homes, mental health institutions, and prisons. Name: _____ Address: _____ City: _____ Province _____ Postal Code _____	X				<u>0</u> m
Emergency responders specifically fire stations, ambulance stations, and police stations. Name: _____ Address: _____ City: _____ Province _____ Postal Code _____	X				<u>0</u> m

* For multi-unit buildings, count each unit as "1".

Declaration: I am aware that it is an offence to give false information in this document and I hereby declare that the information I have given here is true and complete.

Name of person completing this form (please print) Brad Vodden	Official Title President
Signature 	Telephone No. 519-453-2601
	Date (dd-mm-yyyy) 11/12/2014



Technical Standards and Safety Authority
www.tssa.org

14th Floor - Centre Tower
3300 Bloor Street West
Toronto Ontario M8X 2X4
Fax: 416.231.4903
Customer Service: 1.877.682.8772

Level 1 Risk and Safety Management Plan (RSMP)
Technical Standards and Safety Act
Propane Storage and Handling Regulation

WORKSHEET

Portable Storage Additional Information Worksheet

Cylinder Size	Capacity in USWG	Quantity	Total Volume in USWG
# 420	123.9		
# 100	29.5		
# 40	11.75		
# 33.3	9.62		
# 30	8.8		
# 20	5.8		
# 10	2.9		
# 5	1.5		
Total Cylinder Capacity			

Tanks Stored On-site Not Connected for Use

Tank Size In USWG	Quantity	Total Volume in USWG
Total Tank Capacity 0		

Total Cylinder Capacity	
Total Tank Capacity	5000 uswg
Total Portable Capacity (Total Cylinder Capacity + Total Tank Capacity)	

Rec'd from Brad Voth

Nov 20, 2014

Emergency Response & Preparedness Plan RSMP Level 1

In Case of Propane Fire:

In the event of a propane fire, the following procedures must be followed:

1. Close main ISC valve of tank by releasing the cable latch connected to the ISC valve under the tank. Latch is located under the tank near the pump. Do not attempt if Fire is fully engaged. Let the fusible link release the ISC valve if the fire is under this area.
2. Push the Emergency Shut-Down (ESD) button near the tank.
3. Immediately contact 9-1-1 or have Owner/Emergency Contact call 9-1-1 and ask for Police and Fire Services.
4. If the fire is small and person with Fire Extinguisher training has access to a fire extinguisher, attempt to put out the flames.
5. If successful, check for leakage and institute same measures as outlined for a Propane Leak.
6. Evacuate the Store and the area of all employees and customers. Have customers leave the area immediately and ask all patrons at the pumps to enter their vehicles to vacate the premises.
7. Inform other business managers operating on this site a propane leak/fire has occurred so they can inform their customers to evacuate the premises.
8. Tell any employees to leave the premises and go to the Emergency Evacuation Point (EEP)
9. Take a head count at the EEP and insure all personnel and any guests are present and accounted for. Ask staff if anyone may be missing and ask managers of other businesses on same property if all persons are accounted for.
- 10 If the Owner is not on site, contact him and explain the nature of the problem so he can respond to the site.
- 11 Wait for Emergency Responders to arrive and state nature of the fire and status of tank volume and any potential hazards.

Emergency Response & Preparedness Plan RSMP Level 1

Actions to be Taken by Staff in Propane Emergency (Leak/Fire)

In the event of a small propane leak without combustion, the following procedures are proposed to be followed:

In Case of Propane Leak

- 1. Close main ISC valve of tank by releasing the cable latch connected to the ISC valve under the tank. (Latch is located under the tank near the pump assembly)**
- 2. Check if the leak is still present after the ISC valve closes.**
- 3. If leak is still present try and determine the location, cause of the leak.**
- 4. If minor, inform on-site Manager or Emergency Contact to arrange for immediate repairs.**
- 5. If the leak is substantial, push the Emergency Stop Button located near the tank to interrupt power to the pump and associated electrical equipment. Make a call to 9-1-1 and ask for Fire and Police response.**
- 6. Inform on-site Manager or Emergency Contact if a major leak has occurred and arrange for isolation of the area by placing barriers or cones around the propane area so vehicles and potential sources of ignition cannot get close to the tank and the cylinder scale.**
- 7. Manager/Emergency Contact to call the Supplier and request immediate repair service.**
- 8. If the other businesses on site are operating, inform the respective managers of the potential leak so they can take the necessary steps to secure their operations.**
- 9. Ask all customers in the area to leave the C-Store area and all customers at the dispensers to stop pumping and vacate the property**
- 10. Place barriers across the entrance/exits and wait for Emergency Responders to arrive.**

Information to Provide to Emergency Responders

Once the Emergency Responders (Fire/Police Services) arrive, identify yourself as the Emergency Coordinator for the location to any Firefighter. Provide them with the following information:

- Nature of the Emergency (Leak, Fire under the Tank etc.)
- Approximate volume of residual propane fuel in the tank and whether any small cylinders (may) be near the tank.
- If any empty small portable BBQ or other tanks are accidentally left near the tank indicate how many and where they are located.
- Length of time (estimate) the leak or fire was discovered since their arrival.
- Identify whether all personnel and customers have been evacuated from the premises.
- Indicate where the Fire Extinguishers are on the site and near the propane tank, using the Fire Plan Drawing in this booklet.
- If none of the Owners are on site, indicate to the Emergency Incident Commander (IC) whether they were notified or not, and what the Owners names are.

After providing all the relevant information to the IC, wait at the EEP and remain there until directed by the IC whether to return to the site or not.

FIRE HYDRANT IS 200 FT AWAY



Jersey Posts are Maximum 54" Apart and 3.5 ft from Propane Tank

FUELING STATION HI-TECH AUTO CARE EMERGENCY RESPONSE PLAN

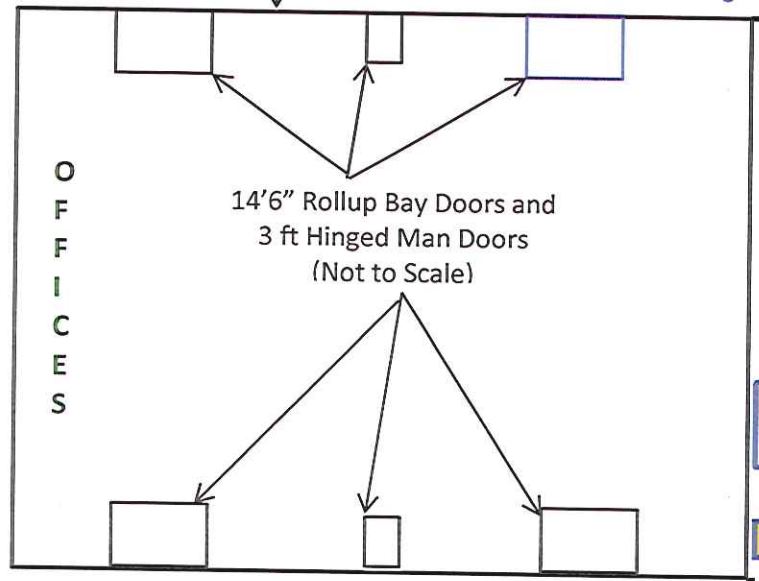
1765 Trafalgar Street
London, ON, N5W 1X7
(Schematic Not Exactly to Scale)
July 04, 2013

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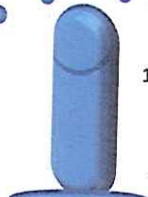
FIRE HYDRANT IS 100 FT AWAY

Falcon Street



160 ft

Property Line

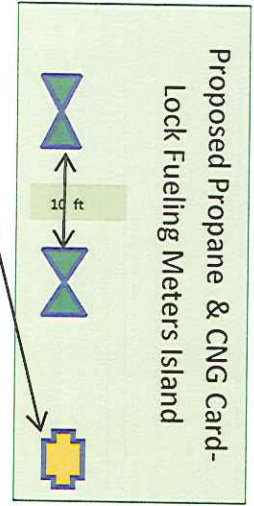


15 ft

FIRE EXTINGUISHERS

Jersey Posts are Maximum 54" Apart and Minimum 1 ft from Meters on Island

E-STOP



110 ft

90 ft

E-STOP

Bulk CNG Storage

CNG Compressor

Storage & Dispenser

60 ft

FIRE HYDRANT IS 400 FT AWAY

Property Line

Map of Surrounding Area

1765 Trafalgar Street, London



Municipal Contact Information

NAME:	Sharon Walmsley
TITLE:	City Clerk
TELEPHONE No.:	519 661 2500 x 1854
FAX:	519 661 8419
MUNICIPALITY:	City of London

DATE MAP PREPARED: (23-10-2013)
IMAGERY DATE: 4/29/2011

CAPACITY OF SINGLE LARGEST PROPANE STORAGE VESSEL 5000USWG

TANK SETBACK COORDINATES.

FRONT:	<u>40.6m</u>	RIGHT SIDE PROPERTY LINE:	<u>27.1m</u>
BACK:	<u>17.0m</u>	LEFT SIDE PROPERTY LINE:	<u>33.4m</u>

GPS COORDINATES OF SINGLE LARGEST VESSEL N42°59'24" W81°10'32"

Hi-Tech Auto Care
1765 Trafalgar Street,
London, ON
N5W 1X7



PROPANE FUELING STATION HI-TECH AUTO CARE EMERGENCY RESPONSE PLAN

1765 Trafalgar Street
London, ON, N5W 1X7
(Schematic Not Exactly to Scale)
October 04, 2013



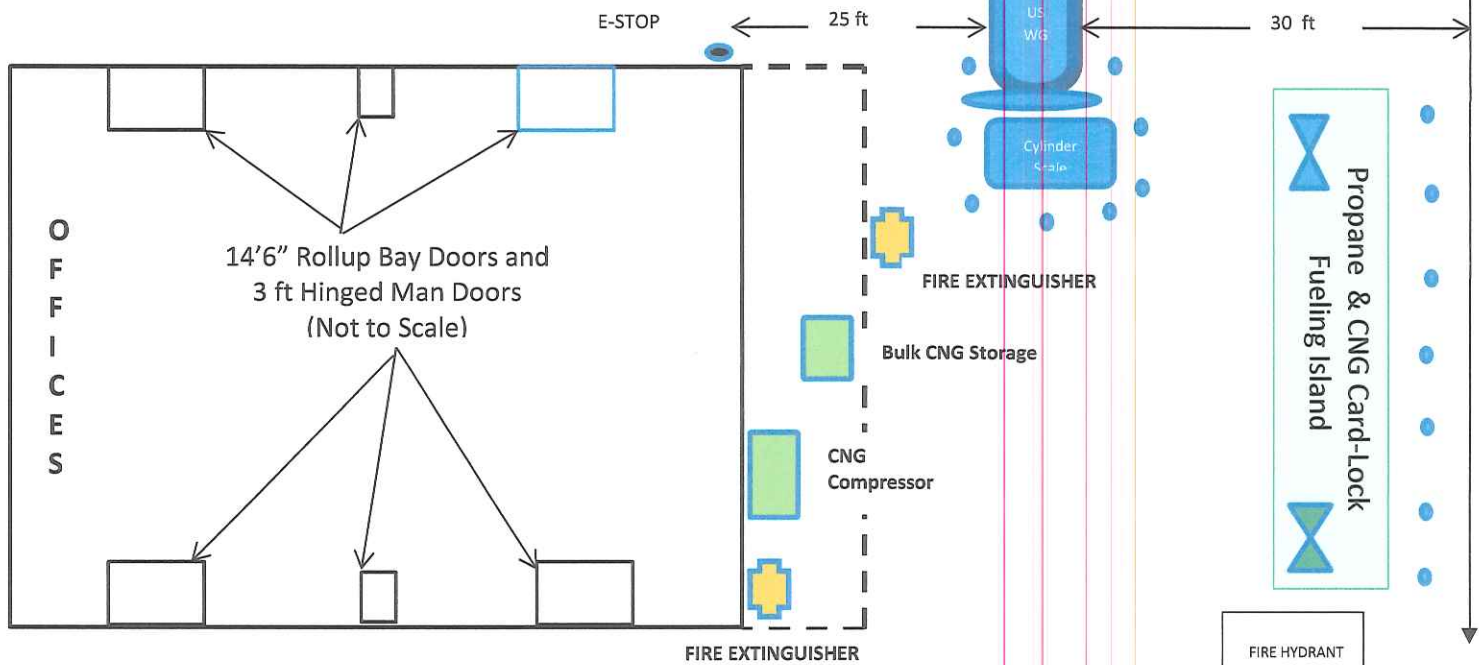
↑
FIRE HYDRANT
IS 200 FT
AWAY

Property Line

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S
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E
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● Jersey Posts are
Maximum 54" Apart and
3.5 ft from Propane Tank



←
FIRE HYDRANT
IS 100 FT
AWAY

→
FIRE HYDRANT
IS 400 FT
AWAY

Falcon Street



CNG /LPG
Fueling
Island

HI-TECH
AUTO CARE

75 ft Ring

300 ft Ring

PROPOSED PROPANE TANK

Google earth
11.68 x 8.49 in