



HAZARDOUS MATERIAL DISCLOSURE

Chemical Inventory and Business Emergency Plan

SECTION IV BUSINESS EMERGENCY PLAN (BEP)

Please read instructions prior to completing the Business Emergency Plan.

This form shall be typed or printed legibly in ink (Pencil is not accepted)

Keep a copy of the BEP for your records, and return the completed original forms with Section I and II to:

Santa Ana Fire Department

Hazardous Materials Division
1439 S. Broadway
Santa Ana, Ca. 92707

Mark the correct box:

- This is the first time I have filed a BEP
- A BEP is required to be reviewed every three years. I am submitting my BEP to meet this requirement.
- There have been changes in my business operation and/or personnel and I am submitting a new BEP with current information.

Business Name _____

Address _____

I certify under penalty of law that I have personally examined and am familiar with the information submitted and believe the submitted information is true, accurate and complete.

The following signatures are required:

Owner/Operator (Print)	Signature	Date
BEP Prepared by (Print)	Signature	Date



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NOTIFICATION

1. Your business is required by State Law to provide immediate notification of any release or threatened release of a hazardous material to (1) Local fire emergency personnel (2) The Office of Emergency Services (OES), and (3) This Administering Agency (SAFD). If you have a release or threatened release of hazardous materials, immediately call:

FIRE/PARAMEDICS/POLICE – Phone: 911

Person Responsible for calling 911:

State Office of Emergency Services: (800) 852-7550 or (916) 262-1621
And
Santa Ana Fire Department: (714) 647-5700

2. List the local emergency medical facility that will be used by your business in the event of an accident or injury caused by a release or threatened release of hazardous materials.

Hospital/Clinic			
Address	City	Zip Code	Phone () -

3. Does your business have a private on-site emergency response team? Yes No
 If yes, describe what policies and procedures your business will follow to notify your on-site emergency response team in the event of a release or threatened release of hazardous materials. (Attach additional pages if necessary)



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State law requires your business to complete all sections of the Emergency Response Procedure listed below. Items left blank or completed with an “N/A” are not acceptable.

4. Briefly describe your business’s standard operating procedure in the event of a release or threatened release of a hazardous materials:

a. Prevention (prevent the hazard) - Describe the kinds of hazards associated with the materials present at your facility. What actions will your business take to prevent these hazards from occurring. Issues for discussion may include safety, storage, and containment procedures.

b. Mitigation (reduce the hazard) – Describe what is done to lesson the harm or damage to person(s), property, or the environment and prevent what has occurred from getting worse or spreading. What is your immediate response to a spill, fire explosion, or airborne release at your business.

c. Abatement (remove the hazard) – Describe what you would do to stop and remove the hazard. How do you handle the complete process of stopping a release, clean-up and disposing of released materials at your facility? What aspects of the response are beyond your ability and need to be handled by others?



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- d.** Describe how you will immediately notify and evacuate your facility. What communication or alarms are used? How will you operate during a power failure? Also specify emergency exits, alternatives and staging area.

- e.** Your business is required by State Law to keep a copy of this business plan, including the chemical inventory and Site Map (Section III of this packet). Describe where copies will be located at your business. Where will other copies be maintained?

- f.** Describe where other records required by this plan are kept, such as employee training records (including drills), release reports, persons responsible for maintenance/safety records and emergency phone lists.



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EMERGENCY NOTIFICATION SUMMARY

THE FOLLOWING TELEPHONE CALLS ARE REQUIRED FOR ALL SIGNIFICANT RELEASES OR POTENTIAL RELEASES OF HAZARDOUS MATERIALS. THE SPILLER SHOULD CALL:

- 1. THE LOCAL EMERGENCY RESPONSE AGENCY OR THE CERTIFIED UNIFIED PROGRAM AGENCY (CUPA)**
- 2. THE LOCAL FIRE DEPARTMENT @ 9-1-1**
- 3. THE GOVERNOR'S OFFICE OF EMERGENCY SERVICES (OES) WARNING CENTER @ 1-800-852-7550 OR 916-262-1621**

In addition to 9-1-1 and OES, the following apply under varying circumstances:

- ?? All releases that equal or exceed Federal Reportable Quantities (CERCLA) call - **The National Response Center (NRC) 1-800-424-8802**
- ?? All releases on highway call – **California Highway Patrol**
- ?? All hazardous waste tank releases call – **Department of Toxic Substances Control Regional Office**
- ?? All serious worker injuries of harmful exposures call – **Cal/OSHA District Office**
- ?? All oil spills at drilling and production fixed facilities call – **Conservation Department; Division of Oil, Gas and Geothermal Resources**
- ?? All spills with a potential to impact water quality (includes sewage above 1,000 Gallons) call – **OES**
- ?? All significant potential or actual railroad releases (California Definition of Hazardous Materials) call **Local Emergency response Agency and Public Utilities Commission (PUC)**
- ?? All Hazardous Liquid Pipelines call – **Local Fire Department** (Hazardous Liquid Pipeline safety is State Fire Marshal jurisdiction)
- ?? All natural gas pipeline call - **PUC**



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SANTA ANA FIRE DEPARTMENT SITE AND FACILITY MAP INSTRUCTIONS

GUIDELINES

Site maps are required to assist emergency response crews in locating hazardous materials, appraise the risk during an emergency, assist you in the training of employees and assist you in drafting your emergency response plans.

PLEASE USE THE FOLLOWING GUIDELINES:

- ?? Use the 8 ½ x 11 size map grid page provided in this packet **ONLY**. The map may be photocopied. For larger sites, provide a general layout on one page and separate pages for each floor or area. **DO NOT USE PENCIL**
- ?? A site and facility map example, and a list of map symbols are included to assist you. If it is necessary to use other symbols on the map(s), include a reference for the symbol.
- ?? Engineered drawings are not required. However, these maps are to be scanned into a computer program for use during an emergency. Plans which are not legible or cannot be scanned, will not be accepted.
- ?? Do not use colors to differentiate items. Colors do not scan or copy well.

MAPS SHOULD INCLUDE THE FOLLOWING:

- ?? Outline of building(s), facilities and areas within the property.
- ?? Site orientation (North Arrow)
- ?? Scale of map
- ?? Parking lots
- ?? Internal roads
- ?? Loading areas
- ?? Access and egress points
- ?? Inside and outside hazardous material storage areas
- ?? Storm drains, catch basins and sewers
- ?? Location of nearest fire hydrant, fire pumps, risers, fire department connections and any other emergency response equipment
- ?? Electrical panel, natural gas and water shut-off
- ?? Knox box location

The main objective is for emergency responders to be able to clearly identify and locate all hazardous materials during an incident.



FACILITY ADDRESS: _____

