

Facility Site Map and Storage Map Instructions

A Site Map and Storage Map must be included with your HMBEP. For relatively small facilities, these documents may be combined into one drawing. Since drawings are intended for use in emergency response situations, larger facilities (generally those with complex and/or multiple buildings) should provide an overall site map and a separate storage map for each building/storage area. All maps must be drafted in black ink on 8½" X 11" map grid, which has been provided on the last page. All lines must be neatly ruled and all writing, symbols, and notations must be clearly legible.

1. Provide a Facility Site Map, which includes the following elements:

- A. Scale of drawing (e.g., 1 inch = 10 feet);
- B. Site orientation (north, etc);
- C. All streets bordering the facility;
- D. Access and egress points and roads;
- E. Internal roads and parking areas;
- F. Storm drains and sanitary sewer drains;
- G. Indicate locations of floor drains, sewers and sumps;
- H. Locations of all buildings and other structures;
- I. Location and names of adjacent streets and alleys;
- J. Hazardous materials loading and unloading areas;
- K. Outside hazardous materials storage or use areas;
- L. Primary and alternate evacuation routes;
- M. Primary and alternate staging areas;
- N. Location of any on-site fire hydrants and/or fire protection equipment.

2. Provide a Storage Map, which includes the following elements:

- A. Building floor plan including entrances, exits, interior walls, partitions, and doors;
- B. General purpose of each area within each building (e.g., office area, manufacturing, etc);
- C. Location of each hazardous material/waste storage, dispensing, use, or handling area. Each area shall be identifiable by a grid number, to be used in item #204 on the Hazardous Materials Inventory - Chemical Description pages of the HMBEP;
- D. Location of each emergency utility shut-off point (i.e., gas, water, and electric);
- E. Location of emergency response equipment. For example, equipment for fire suppression, approach and mitigation, protective clothing, medical response, etc.

KEY TO BUSINESS EMERGENCY/CONTINGENCY PLAN MAP SYMBOLS

	REFERENCE TO NORTH		MATERIAL SAFETY DATA SHEETS & BUSINESS EMERGENCY PLAN
INCLUDE ALL ADJACENT STREETS BY NAME			
	DRIVEWAY/GATE		RAILROAD TRACKS
	DOORS		SEWER
	EMERGENCY RESPONSE EQUIPMENT		STORM DRAIN
	EVACUATION ROUTE	UTILITY CONNECTIONS/SHUTOFFS	
	EVACUATION STAGING AREA		
	FENCE/BARRIER		ELECTRIC METER
	FIRE ALARM		ELECTRIC SHUTOFF
	FIRST AID		GAS METER
	FIRE HOSE		GAS SHUTOFF
	FIRE EXTINGUISHER		PUMP SHUTOFF
	FIRE HYDRANT		WATER MAIN LINE GATE VALVE
	FLOOR DRAIN	STORAGE TANKS	
			ABOVE GROUND TANK
			UNDERGROUND TANK

ANNOTATED SITE MAP

Business Name:

Site Address:

Map #:

	A	B	C	D	E	F	G	H	I
1									
2									
3									
4									
5									
6									

Y ↑ X →

Scale: 1" = ___ Feet North

