



HUNTINGTON BEACH FIRE DEPARTMENT
HAZARDOUS MATERIALS DISCLOSURE OFFICE
2000 MAIN STREET • HUNTINGTON BEACH, CA 92648
(714) 536-5676 • FAX (714) 374-1551

HAZARDOUS MATERIALS DISCLOSURE INFORMATION

Map Requirements

The Health and Safety Code (H&SC) Section 25502 specifically states that your business emergency plan must include:

(2) A site map that contains north orientation, loading areas, internal roads, adjacent streets, storm and sewer drains, access and exit points, emergency shutoffs, evacuation staging areas, hazardous material handling and storage areas, and emergency response equipment. Updates to existing maps to meet these requirements shall be completed by January 1, 2015.

Why do I have to create a unique Site Map using the form in the disclosure package?

You don't need to create a new Site Map if you already have one available. The Site Map form is a standard format that is familiar to emergency response personnel. This allows the emergency response personnel to easily find the information they need in an emergency situation.

Construction or architectural drawings are often too detailed. If you use a construction drawing, make sure all the non-essential items are removed.

What formats are acceptable?

The facility site map can be created in any number of computer systems. Hand drawn can be perfectly acceptable if it is highly legible and has all required information.

How extensive does the Site Map have to be?

A simple, clear layout of the facility showing the locations where hazardous materials are stored and used, piping systems that transfer hazardous materials, emergency shut-down switches or equipment, utility shut-off locations, local streets, and emergency meeting points are the basic requirements. If your facility has multiple buildings on one contiguous site, or is too large to accurately display on one site map page, multiple site map pages can be used. Make an overall site map to show the entire facility, then use additional site map pages to detail the different areas of the facility. Remember to reference the detail pages on the overall site map. If you need assistance, please call the Hazardous Materials Disclosure staff.

If you have other materials on site that do not require disclosure, but could impact emergency response personnel, please designate them on the site map and add them in the "LEGEND" section at the bottom.



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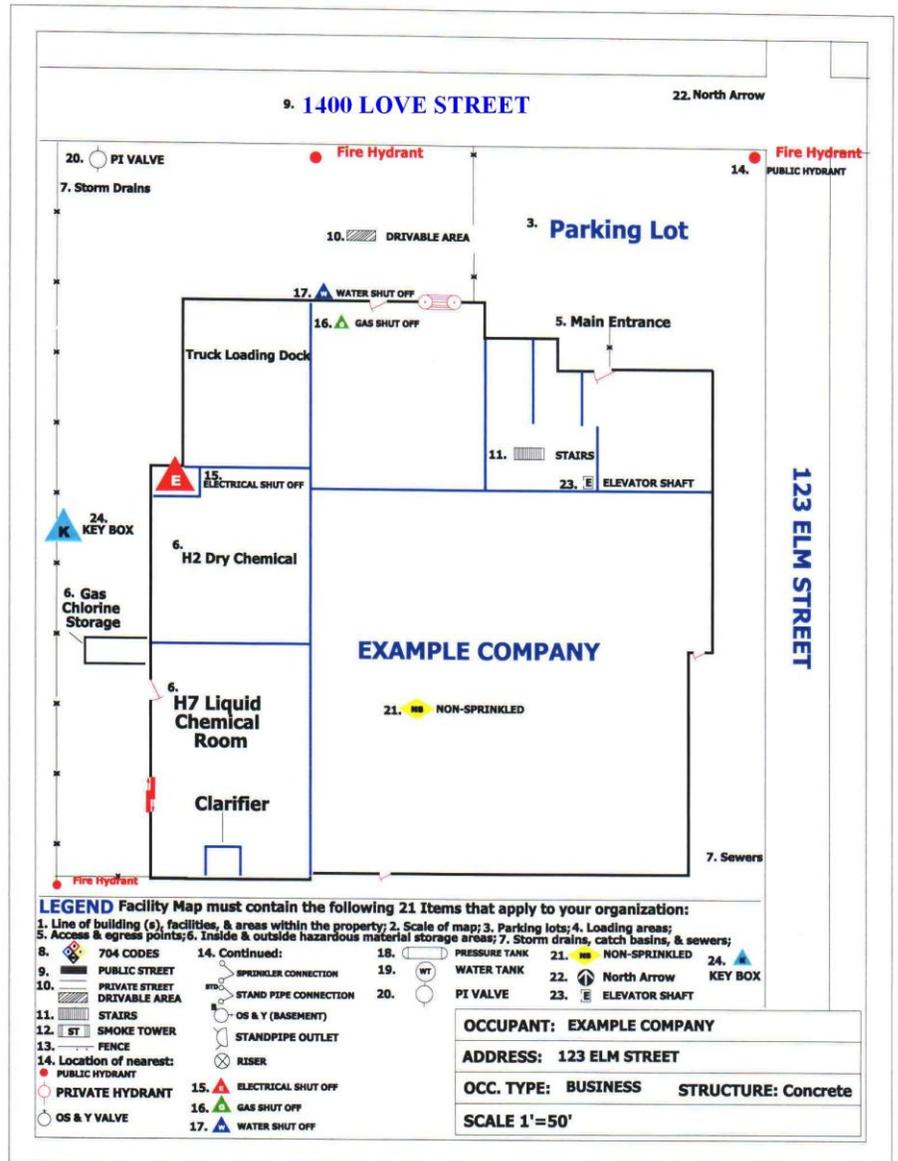
Map Checklist

Site Layout

- | | |
|---|---|
| <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Site Orientation (North, South, etc.) <input checked="" type="checkbox"/> Loading Areas <input checked="" type="checkbox"/> Internal Roads <input checked="" type="checkbox"/> Adjacent Streets <input checked="" type="checkbox"/> Storm Drains and Sewers <input checked="" type="checkbox"/> Access and Exit Points <input checked="" type="checkbox"/> Emergency Shutoffs <input checked="" type="checkbox"/> Evacuation Staging Areas | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Hazardous Material Storage Areas <input checked="" type="checkbox"/> Hazardous Material Handling Areas <input checked="" type="checkbox"/> Emergency Response Equipment <input checked="" type="checkbox"/> The labels and writing should be readable from left to right |
|---|---|

Facility

- Location of each hazardous material storage area
- Location of each hazardous material handling area
- Location of emergency response equipment. For example, equipment for fire suppression, approach and mitigation, protective clothing, medical response, etc.
- Location of nearest fire hydrant, fire pumps, risers, fire department connections
- Electrical panel, natural gas and water shut-off
- Knox box location





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Map Specifications and Guidelines

1. **Use 8-1/2 x 11 size paper.** For large facilities, consider using an overall layout on one page, followed by additional 8-1/2 x 11 pages showing individual buildings. MAPS ARE NOT REQUIRED TO BE DRAWN TO SCALE.
2. Site Map must be in ink or capable of making legible black and white photocopies. Word processing (e.g., Word) and presentation (e.g., PowerPoint) are good tools. Do not scale down large documents (such as blue prints) unless the final product is clearly legible.
3. At the top or bottom of the Site Map, clearly mark the business name; business site address; and zip code. Use a straight-edge, ruler or template to draw the map and symbols. All information (labels, symbols, writing, printing) placed on the site map must be legible and oriented in the same direction as the header.
4. Show structures in plan view from an overhead perspective. Show the exterior walls of the structures. Indicate all exits and entrances to the structures. Diagramming of interior walls is only required if the building layout is complex.
5. In the upper left corner, indicate the direction of North by drawing an arrow through the N.
6. Diagram the streets or roads that provide access to the facility. Include driveway entrances and the nearest cross street.
7. Label internal roads, parking lots, and loading docks.
8. Label adjacent property usages (e.g., school, park, industrial, residential, commercial, vacant, etc.).
9. When drawing streets/intersections, use rounded corners. When drawing buildings, use right angles.
10. Use standard map symbols (see below).

Map Symbols

Standard map symbols should be used. Text and labels can be added to provide details associated with the symbol. For example, compressed gas cylinders should be labeled with the size and type ("Acetylene 100 cuft, Oxygen 200 cuft").

- | | | |
|---|--|---|
| 1 | Entrances/Exits: Use this symbol for all exterior doors of structures, including roll-up doors. |  |
| 2 | Fences: Use this symbol for fences (e.g. chain link, wood, etc.), block walls, or any other barriers that act as a fence. (Note: Include both external and internal fences) |  |
| 3 | Safe Refuge Area (Evacuation Area, Staging Area): Use this symbol to indicate the location that has been designated as the assembly area where plant or business personnel will assemble in the event of an emergency evacuation. |  |
| 4 | Sewer Drain: Use this symbol to show all sewer drains, including floor drains to sewer, sewer sumps, etc. (Note: Do not include toilets and sinks). |  |
| 5 | Fire Hydrants: Use this symbol to identify all fire hydrants in the vicinity of your facility. |  |
| 6 | Storm Drain or Culvert: Use this symbol to indicate the location of all storm drain inlets, culverts, drainage ditches, etc. |  |
| 7 | F.D. Sprinkler System Connection: Use this symbol to identify the building/structure fire department (F.D.) sprinkler system connections. (Note: Always located outside of a building accessible to the Fire Department. Do not include |  |



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landscape sprinkler connections).

- 8 **F.D. Standpipe Outlet:** Use this symbol to identify the fire department standpipe fire hose connection. (Note: These connections are typically found inside buildings and in stairwells).



- 9 **Knox Box (F.D. Key Box):** Use this symbol to indicate the location of the Knox Box (a locked box containing keys and/or pertinent information for the Fire Department).



- 10 **Underground Storage Tank and Capacity:** Use this symbol for underground storage tanks and include the tank capacity within the symbol with the appropriate unit of measure as recorded on the hazardous materials inventory form.



- 11 **Aboveground Storage Tank and Capacity:** Use the correct symbol for aboveground storage tanks and include the tank capacity within the symbol with the appropriate unit of measure as recorded on the hazardous materials inventory form.



Use this symbol for all plating and process tanks. →



- 12 **Electric MAIN Shut Off:** Use this symbol to indicate only the electric main shut-off for the entire facility, structure, or building



- 13 **Gas MAIN Shut Off:** Use this symbol to indicate only the natural gas main shut-off for the entire facility, structure, or building.



- 14 **Water MAIN Shut Off:** Use this symbol to indicate only the water main shut-off for the entire facility, structure, or building.



- 15 **Annunciator Panel:** Use this symbol to indicate the location of the Annunciator Panel within the facility. An annunciator is equipment which indicates the zone or area of a building from which an alarm has been initiated or the location of an alarm-initiating device and the operational condition of the alarm circuits of the system



- 16 **Stairwell -Range of Floors (e.g., B thru 5):** Use this symbol to indicate stairwells in the interior of a structure or building. Indicate the floor the stairwells begin and end on. For roof access use the abbreviation R. For basement access use the abbreviation B and include the number of basement floors.



- 17 **Elevator -Range of Floors (e.g., B thru R):** Use this symbol to indicate the elevators in the interior of a structure or building. Indicate the floor the elevator begins and ends on. For roof access use the abbreviation R and include the beginning floor level. For basement access use the abbreviation B and include the number of basement floors.



- 18 **Drums**



- 19 **Hazardous Material Cabinet**





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20	Compressed Gas Cylinders	
21	Compressed Gas Cylinder Cabinet	
22	Outside Hazardous Waste Storage	<input type="checkbox"/> OHWS
23	Inside Hazardous Waste Storage	<input type="checkbox"/> IHWS
24	Outside Hazardous Material Storage	<input type="checkbox"/> OHMS
25	Inside Hazardous Material Storage	<input type="checkbox"/> IHMS
26	Outside Hazardous Material Handling	<input type="checkbox"/> OHMH
27	Inside Hazardous Material Handling	<input type="checkbox"/> IHMH
28	Safety Data Sheets	<input type="checkbox"/> SDS
29	Emergency Information, Business Plan, Chemical Inventory and Maps	<input type="checkbox"/> BEP

Handling = To use, generate, process, produce, package, treat, store, emit, discharge, or dispose of a hazardous material in any fashion