

HAZARDOUS MATERIALS BUSINESS PLAN
EMERGENCY RESPONSE PLAN

Date: ____ / ____ / ____

UPFP #: _____

1. Business Name: _____
2. Business Site Address: _____
3. Business Telephone: (____) _____ 24-Hour: (____) _____
4. Brief description of product manufactured and/or service provided: _____
5. Evacuation Procedures: _____

6. Notification Procedures: In the event of a release or threatened release of a hazardous material the following agencies are to be notified.

	<u>Phone #</u>
A. Local Emergency Response Agencies	911
B. Hazardous Materials Division (HMD)	(858) 505-6657 (after hours follow recorded instructions)
C. California Emergency Management Agency (CalEMA) (California State Warning Center)	(916) 845-8911 or Toll-Free Number (800) 852-7550
D. _____ (Local Hospital or Medical Center)	_____

Name of person(s) responsible for completing notifications: _____

Describe notification procedures: _____

Contractor's Name/Phone: _____

7. Emergency Procedures: _____

FIRE

- _____
- _____
- _____
- _____

SMALL SPILL

- _____
- _____
- _____

LARGE SPILL

- _____
- _____
- _____
- _____

HAZARDOUS MATERIALS BUSINESS PLAN

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The Emergency Response Plan must include:

1. Procedures for mitigating a hazardous materials release.
2. Procedures and equipment for minimizing the potential damage of a hazardous materials release.
3. Provisions for immediate notification of the HMD, the California Emergency Management Agency (Cal EMA), and other emergency response personnel as required (e.g., local fire department or paramedics).
4. Evacuation plans and procedures for notification of personnel at the business site.

Instructions for completing the Emergency Response Plan. (Refer to Sample Emergency Response Plan page 18)

At the top of the Emergency Response Plan enter the date. Spaces are provided for your Unified Program Facility Permit (UPFP) number, please enter the number if known.

1. Enter business name.
2. Enter business site address.
3. Enter business telephone, including area code. Include a 24-hour number, if applicable.
4. Enter a brief description of product manufactured and/or business operations. For example, electroplating, storage, automotive repair, hospital, medical device manufacturing, etc.
5. Outline procedures for immediate evacuation of the facility. Include the following:
 - a. Type of alarm signals (bells, horns, sirens, shouting, etc.) used to start an evacuation and indicate what alarms are used to give the all-clear signal.
 - b. If your facility is large or has several buildings, describe any different alarms used for specific parts of the facility.
 - c. Evacuation routes, emergency exits, and staging areas. Include alternate routes, exits, and staging areas. Clearly note them on your site map.
 - d. Identify areas of the facility where releases could occur or which would require immediate inspection or isolation because of their vulnerability to earthquake related ground motion.
 - e. Identify mechanical systems where releases could occur or which would require immediate inspection or isolation because of their vulnerability to earthquake related ground motion.
 - f. Indicate if periodic evacuation drills are practiced to help employees become better prepared for emergencies.
6. Enter the name of the person(s) responsible for completing emergency notifications. Identify the local emergency medical assistance appropriate for potential accident scenarios.
7. Describe procedures for the mitigation of a release or threatened release to minimize any potential harm or damage to persons, property, or the environment. Include equipment and resources for use in emergency situations such as communications and containment equipment, automatic monitoring or fire control devices, onsite spill response teams or prearranged contracts with a spill response company. If procedures are different for spills/emergencies of different magnitude, outline the procedures to be followed in each situation, including the criteria for using a particular procedure. Indicate the personnel who will assist emergency response agencies onsite and any information that would assist them when they arrive.