

Santa Ana Fire Department
Instructions for Completion of Business Emergency Plan (BEP) Forms

SECTION 1 – BUSINESS ACTIVITIES The Business Activities page required by OES must be completed by answering yes or no, identifying all the program elements within the Unified Program.

SECTION II – BUSINESS OWNER/OPERATOR IDENTIFICATION FORM
The Business Owner/Operator Identification page must be completed for each facility address. If your facility has more than one address, complete a separate form for each address. See detailed instructions accompanying the form.

SECTION III – HAZARDOUS MATERIALS INVENTORY FORM
The Hazardous Material Inventory page should be used to report the combined amount, above disclosable quantities, of the same chemical within a building. A separate chemical form shall be used to report the aggregate amount, of the above disclosable limits, of the same chemical stored in an outside area. A chemical that is stored at the same pressure and temperature, in multiple locations within a building can be combined and reported on the same inventory page. This can also be applied to materials stored in outside control areas. See detailed instructions accompanying the form.

SECTION IV - EMERGENCY PLAN
The purpose of the BEP is to assure that a business has the appropriate procedures and policies in place and those employees have adequate training for responding to a hazardous materials emergency at the facility. The BEP includes the following:

- **On-site Emergency Response Team (ERT)** if applicable
- **Prevention** (prevent the hazard)
- **Mitigation** (reduce the hazard)
- **Abatement** (remove the hazard) –
- **Evacuation**
- **BEP Copies, Other Records**
- **Employee Training Program**

SECTION V- FACILITY MAP- one or more site maps are required to assist emergency response crews in locating hazardous materials, appraising the risk during an emergency, assist you in the training of employees and assist you in drafting your emergency response plans. For larger sites, provide a general layout.

You are required to include the following items on your map

- Outline of building(s), facilities and areas within the property, the street and cross-street (if applicable)
- Site orientation (North Arrow) always pointing toward the top of the page
- Scale of map
- Parking lots
- Internal roads

- Loading areas
- Access and egress points to the property and building
- 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 BEP must be completed for each facility. One plan should be used for all buildings at the **same address**.

The BEP shall be implemented immediately. Be prepared to show the BEP and all related records during the annual disclosure inspection.