

SECTION IV: BUSINESS EMERGENCY CONTINGENCY PLAN MAPS

Submit three (3) maps:

- Site Map** - overview of facility and its immediate surroundings
- Facility Map(s)** - floor plan of facility, locations of hazardous materials, emergency equipment, building details.

AREA MAP – (Public) Provide a map showing entire area around the facility and property. The purpose of the area map is to identify primary and alternate routes to the facility and to see where in a community the facility is located. Be sure to identify location of the facility on map. (e.g. Thomas Brother's Guide map page or equivalent may be used). There is no form provided for the area map, since it is a copy of an existing map noting the location of the facility. Area map **must** be to a legible scale on an 8 1/2 x 11" sheet of paper.

NOTE: The following Sections require that you prepare a map of your facility and site location. A blank grid map has been provided for this purpose. If you add additional symbol items on the map, provide an explanation of those symbols on the legend sheet area.

If your facility is very large and you cannot adequately fit the required items on the map forms provided, you may submit a series of maps. For example, enlarge a quadrant area on a main grid map and submit detail maps for a grid group. If you have difficulty with map preparation, contact this office for further assistance. The facility and the site map may be combined into one map **only if** you can provide all the required items in a legible scale on the sheets provided. These maps provide vital emergency information to emergency responders, and therefore it is important that you take the time to make them readable and accurate.

SITE MAP - The site map is an aerial overview of your facility. Complete this map on the sheet provided to a legible scale. The purpose of the site map is to provide the geographic context of the buildings, access points, and surrounding properties and streets around a facility. Below is a list of items that **must** be included on the drawing:

- Scale of map (i.e., 1" = 100 ft.)
- Site orientation (north, south, etc.)
- The names of all roads on all sides of the facility
- The location of your facility
- Property lines and adjacent property names on all sides of the property.
- Exit/entry routes (i.e., gates, driveways, etc.)
- Schools, hospitals, extended care facilities within 1000 feet of your facility.
- Fences or barriers on the site
- Location of any rail transportation sites (i.e., railroad tracks or spurs)

FACILITY MAP - The facility map is a drawing of the **FLOOR PLAN** of your establishment. Complete this map on the sheet provided to a legible scale. The purpose of the facility map is to locate inventoried hazardous materials (by item number), emergency equipment, and facility features that must be considered in responding to a fire or potential release of hazardous materials. Below is a list of items that **must** be included on the drawing:

- Scale of map (i.e., 1" = 100 ft.)
- Site orientation (north, south, etc.)
- Identify each hazardous material handling, use, or storage area using the item # assigned on the Inventory Summary. If the materials are too numerous to indicate on the map grid area, then provide a sequential letter (i.e., A, B, etc.) on the map where the items are located and list item # in the "**Notes**" area provided (i.e., A= #1,2,3,4,7, 9, 10, etc.).
- Identify location of emergency response equipment such as fire suppression equipment, protective clothing, etc.
- Identify any hazardous waste treatment units
- Identify exits, evacuation routes, doors, and wall separations
- Identify interior and exterior electrical, gas, water and any other emergency shut-off valves.
- Identify emergency alarm locations, and first aid equipment locations
- Identify location of material safety data sheets and business emergency plan
- Identify location of all floor drains
- Identify location of sewer and storm drains on or around facility site
- Identify location of parking and loading areas
- Identify location of evacuation staging areas
- Identify location of above and below ground storage tanks. Identify contents by inventory item # and indicate amount stored in tank (i.e., 10 pounds, 500 gallons.)

Use the symbols on the following key to locate features on the site and facility maps. If you add additional symbol items on the map, provide an explanation of those symbols on the legend sheet area.

SITE MAP

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

Date: _____

This side intentionally
left blank.

FACILITY MAP

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

Date: _____