



Fountain Valley Fire Department
 Hazardous Materials Division (714) 593-4430

- Please type or print legibly in black ink.
- If additional copies are necessary, this form may be reproduced.

PART I – Business Emergency Plan (BEP)

Please read the instructions prior to completing this Business Emergency Plan. Print legibly in black ink or type the information and make a copy for your records. Return the completed original forms to:
 Fountain Valley Fire Department
 Hazardous Materials Division
 10200 Slater Ave.
 Fountain Valley, CA 92708

Mark the correct box:
 This is the first time I have filed a BEP.
 A BEP is required to be reviewed every three years. I am submitting my BEP to meet this requirement.
 There have been changes in my business operation and/or personnel and I am submitting a new BEP with current information.

Business Name

Address

I certify under penalty of law that I have personally examined and am familiar with the information submitted and believe the submitted information is true, accurate, and complete. **The following signatures are required:**

Owner/Operator Name (Print)	Signature	Date
BEP Prepared By (Print)	Signature	Date

INCIDENT vs EMERGENCY
 If you have a release or a threatened release of hazardous materials and require emergency response, call 911.

Person responsible for calling 911:

A **hazardous materials INCIDENT** is a spill or release that can be absorbed, neutralized or otherwise controlled at the time of the release. Generally, the substance can be controlled by the employees in the immediate area or by maintenance personnel and there are no immediate safety or health hazards.

A **hazardous materials EMERGENCY** requires emergency responders, can require response from different regulating agencies, results in an actual or potential uncontrolled release, and/or causes danger to employees requiring immediate medical attention.

1. Identify the local emergency medical facility that will be used by your business in the event of an accident or injury caused by a release or threatened release of hazardous materials:

Hospital/Clinic			
Address	City	Zip Code	Phone Number () -

2. Does your business have a private on-site emergency response team? Yes No
 If yes, describe what policies and procedures your business will follow to notify your on-site emergency response team in the event of an emergency:



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State law requires your business to complete all sections of the Emergency Response Procedure listed below. Those items left blank or completed with an “N/A” are not acceptable and will cause this document to be returned to you.

3. Briefly describe your business’s standard operating procedures in the event of a release or threatened release of hazardous materials. What actions will your business take to **prevent** the hazard from occurring? If a spill does occur, what is done to prevent the spill from spreading? How do you handle the complete process of stopping a release, cleaning up, and disposing of released materials at your facility? What aspects of the response are beyond your ability and need to be handled by others?

4. Describe how you will immediately notify and evacuate your facility. What communications or alarms are used? How will you operate these during a power failure? Specify any emergency exits, alternatives, and employee staging areas. **Do not submit business policies or procedures in lieu of completing this section.**



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5. Your business is required by State Law to keep a copy of this Business Emergency Plan, including the chemical inventory and Site Map. Describe where copies of this plan as well as other records required by this plan (i.e. employee training, release reports, safety drills, maintenance records) will be located at your business.

6. **EMPLOYEE TRAINING PROGRAM** – Describe the training your business conducts for all employees in the methods for safe handling of hazardous materials and in safety procedures in the event of a release or threatened release of hazardous materials. By law, this training **shall include** but not be limited to the following: new employee training, annual training, periodic refresher courses, and familiarization with the Emergency Response Procedures found in this Business Emergency Plan. **Do not submit business policies or procedure manual in lieu of completing this section.**



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Business Emergency Plan Instructions

The purpose of the Business Emergency Plan is to assure that your business has appropriate procedures and policies in place and that employees have adequate training for responding to a hazardous materials incident at your facility.

The Business Emergency Plan must be implemented immediately. Be prepared to show the Business Emergency Plan and all related records during the annual fire inspection.

Type or print legibly in ink.

Use the space provided to complete each question. If there is not enough space for your answer, attach a separate sheet of white paper and indicate in the blank that there is a continuation on the attached page.

Answer each question. Do not leave any blanks. If a question does not apply to your business, write "not applicable" or "N/A" in the space, except where noted.

Keep at least one copy of this document for your records. Do not place the Business Emergency Plan in a folder, notebook, or cover of any kind; use staples only.

This BEP is required to be updated at least every three years. In addition, if there is a change in any of the following, the BEP must be updated, in writing, **within 30 days** of the change:

- Significant increase in chemical use and/or storage.
- Storage or use of a new hazardous material that would require you to comply with the disclosure laws.
- The plan fails in an emergency.
- The business changes in its design, construction, operation, maintenance, or other circumstances in a way that increases the potential for a spill or release of a hazardous material.
- The policies described in the plan change.
- Cessation of business operation.
- The responsible persons or contact numbers described in the plan change.

The Business Emergency Plan is required to be located so that it can be quickly accessed in an emergency situation. Extra copies may also be kept in vehicles, and at homes of persons with emergency responsibilities.