



**HUNTINGTON BEACH FIRE DEPARTMENT
HAZARDOUS MATERIALS DISCLOSURE OFFICE**

2000 MAIN STREET • HUNTINGTON BEACH, CA 92648
(714) 536-5676 • FAX (714) 374-1551

BUSINESS EMERGENCY PLAN

Please read the instructions prior to completing this Business Emergency Plan (BEP). Print legibly in black ink or type the information. Make a copy for your records. Return the completed original forms, with Unified Program Consolidated Form Business Owner/Operator Identification and Hazardous Materials Inventory reporting forms to:

City of Huntington Beach
Fire Department, Hazardous Materials
2000 Main Street
Huntington Beach, CA 92648

Mark one box only:

- New Business Emergency Plan (BEP)
- Updated BEP: Required review & update of BEP every three (3) years
- Updated BEP: Changes in business operation and/or personnel require new BEP with current information.

Business Name

Huntington Manufacturing & Service Company

Address

1234 Beach Blvd., Huntington Beach, California, 92640

I certify under penalty of law that I have personally examined and am familiar with the information submitted; and that the Business Plan submitted meets the requirements of Chapter 6.95 Health & Safety Code & Title 19, §2729 et seq.

Owner/Operator Name (Print)

John Doe

Signature

John Doe

Date

Feb 30, 2010

BEP Prepared By (Print)

Joe Preparer

Signature

Joe Preparer

Date

Feb 30, 2010

INCIDENT vs. RESPONSE

If you have a release or a threatened release of hazardous materials and require emergency response, call 911. If you have a release or threatened release that is not an emergency as described here, then 911 can be omitted; go to the Notification requirement below.

Person responsible for calling 911:

John Doe or Jane Doe

A hazardous materials **Incident** is a spill or release that can be absorbed, neutralized or otherwise controlled at the time of release; and can be controlled by the employees in the immediate work area or by maintenance personnel without exposure or health & safety hazards.

A hazardous material **Response** requires a response effort by employees from outside the immediate release area, or by other designated responders (e.g. fire dept), to an occurrence that results, or is likely to result, in an uncontrolled release of a hazardous substance. **Call 911.**

NOTIFICATION

Both **Incidents** and **Responses** are considered releases/spills for the purpose of notification. Your business shall provide an immediate, verbal report of any release or threatened release of a hazardous material to the Administering Agency and State OES as soon as: 1) a person has knowledge of the release or threatened release; and 2) notification can be provided without impeding immediate control of the release or threatened release. Those numbers are:

State Office of Emergency Services (OES): (800) 852-7550 or (916) 845-8911

City of Huntington Beach Fire Department (714) 536-5411 8:00 AM – 5:00 PM
(714) 536-5469 5:00 PM – 8:00 AM

Person responsible for calling City of Huntington Beach and OES:

John Doe or Jane Doe

be controlled by shutting down the equipment and closing any material feed valves. Larger releases, or releases

caused by fire, explosion, etc will require notification of emergency response personnel.

d) Hazardous material that cannot be recovered for reuse will be drummed and disposed through a licensed hazardous

Waste contractor. Large spills will require contacting a spill contractor to assist in clean-up and disposal of material.

4. Describe your facility emergency notification and evacuation procedure. What communications or alarms are used? How do these operate during a power failure? Specify emergency exits, employee staging areas, alternate staging areas, and person(s) to perform roll call procedures.

a) Emergency Notification: The facility has a PA system, audible alarm system with panic button activation switches. In

the event of a power failure emergency notification is by voice, or air horn.

b) Emergency Exits: Each emergency exit is designated with an "EXIT" sign and delineation markings on the floor.

Non-exit doors are specified with a "THIS IS NOT AN EXIT" sign.

c) Evacuation: Evacuation is through the nearest "EXIT" door.

d) Employee Staging Areas: The primary employee staging area is located in front of the facility at the southern entrance

next to Beach Blvd. The secondary staging area is at the north entrance drive next to Beach Blvd.

Roll call will be taken by one of the emergency coordination persons designated in item #2.

e) Evacuation Training: An evacuation drill is conducted each year as part of the general Hazard Communication.

training.

TIP: *Perform a yearly walk-thru of your facility to identify emergency exit routes, evacuation sites, and critical hazardous materials storage locations. Changes can occur that can affect an emergency situation, and the emergency plans should be updated to reflect these changes.*

5. Identify all areas of the facility and mechanical or other systems that require immediate inspection or isolation because of their vulnerability to earthquake related ground motion.

Inspection points are:

a) Utility connections (gas, electric, water), including the building's automatic fire sprinkler system.

b) ASTs of motor oil located in rear yard of the facility.

c) UST of gasoline located in rear yard of the facility.

d) Hydrochloric Acid storage at the northeast corner of the rear yard.

e) Flammable storage cabinet with MEK inside building at the southwest corner.

f) Storage racks inside the building.

TIP: ~~Start with the exterior area of the facility and work your way inside. Work your way from areas where the greatest hazards can be found (flammables, toxic gases, reactive and corrosive spills) to the least hazardous areas. Also verify any leaking utilities (gas, water) that can create hazards.~~

6. EMPLOYEE TRAINING PROGRAM – The training program shall, at a minimum, include:

- a) Training on the methods for safe handling of hazardous materials for new employees and annual refresher training;
 - b) Procedures for coordination with local emergency response organizations;
 - c) Use of emergency response equipment and supplies under the control of the handler, and
 - d) Training of employees on implementation of the Business Emergency Plan and notification requirements.
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a) All employees go through annual hazard communication training that covers hazardous materials identification and use,

Identification of materials in specific work areas, MSDS overview, and safety information. New employees receive

Initial training by the HR staff, then specific training by their work area supervisor.

b) Offsite emergency services providers (spill contractor and local hospital) are provided with general information about

the materials used at the facility and possible emergency situations that may occur. Emergency response services

(fire and police departments) are provided with more detailed chemical information, emergency procedures, and

facility layouts. Emergency service providers & responders are offered tours to increase their familiarity with our

operations.

c) Huntington Mfg has spill kits available to control spills of up to 55-gallons. Fire extinguishers are available for

controlling small fires. Spill kit and fire extinguisher use training is performed yearly with key facility personnel.

Training includes proper use of personal protective equipment to deal with possible emergency scenarios.
