



HUNTINGTON BEACH FIRE DEPARTMENT

2000 Main Street, Huntington Beach, CA 92648
(714) 536-5411 • Fax (714) 374-1551

Guidance for Business Owner/Operator: How to submit Emergency Response and Training Plans

NOTE: Prior to starting your submittal for your Emergency Response and Training Plans, please be sure you have already completed your **'Facility Information'** submittal and your **'Hazardous Materials Inventory'** submittal. It should say **'Ready to Submit'** next to each document.

DO NOT SUBMIT until you have completed all sections of your HMBP (Facility Information, Hazardous Materials Inventory, & Emergency Response and Training Plans). Follow these links for instructions on how to submit Facility Information and Hazardous Materials Inventory. [Facility Information Submittal Guide](#) // [Hazardous Materials Inventory Submittal Guide](#)

The screenshot shows the HMBP submission interface. The 'Facility Information' section is at the top, with a status of 'DRAFT Jun. 2, 2023' and a 'Submit' button. It contains two sub-sections: 'Business Activities' and 'Business Owner/Operator Identification', both marked 'Ready to Submit' with 'Edit' buttons. Below these are links for 'Discard Draft Submittal', 'Miscellaneous State-Required Documents', and 'Add Comment To Regulator'. The 'Hazardous Materials Inventory' section is below, with a status of 'DRAFT Jun. 5, 2023' and a 'Submit' button. It contains two sub-sections: 'Hazardous Material Inventory' and 'Site Map (Official Use Only): Stored at Facility', both marked 'Ready to Submit' with 'Discard' buttons. Below these are links for 'Discard Draft Submittal', 'Miscellaneous State-Required Documents', and 'Add Comment To Regulator'.

To submit your Emergency Response and Training Plans, please follow the instructions below:

1. Once you have completed your Facility Information submittal and your Hazardous Materials Inventory submittal, you can now start your Emergency Response and Training Plans by clicking on the green **'Start'** button.

The screenshot shows the HMBP submission interface with the 'Emergency Response and Training Plans' section highlighted. The status is 'SUBMITTED Jun. 2, 2023'. There is a green 'Start' button and a 'Not Applicable' button. Below these are two sub-sections: 'Emergency Response/Contingency Plan: Upload Document(s)' and 'Employee Training Plan: Upload Document(s)', both with upload icons.



HUNTINGTON BEACH FIRE DEPARTMENT

2000 Main Street, Huntington Beach, CA 92648

(714) 536-5411 • Fax (714) 374-1551

Guidance for Business Owner/Operator: How to submit Emergency Response and Training Plans

2. If this is your first time submitting, go to Step 3. If you have done a submittal before, follow the instructions in sections (a) and (b).

(a) Select '**Based upon my submittal of**', then hit the green '**Start**' button.

A screenshot of a web application dialog box titled "Start New Submittal". The dialog box has a close button (X) in the top right corner. The main text reads "Submittal Element: *Emergency Response and Training Plans*". Below this, it says "I would like to start my submittal...". There are two radio button options. The first option, "**Based upon my submittal of**", is selected and highlighted in yellow. To its right is a dropdown menu showing "4/11/2023 (Submitted)". Below this option is a small note: "You must update/replace any out-of-date data or supplemental documentation." The second option is "From scratch". At the bottom of the dialog box are two buttons: a green "Start" button and a grey "Cancel" button.

(b) If this page appears again and you need to make changes, click on the document you need to edit and follow the steps below. If no edits are necessary and both documents are green with a 'Ready to Submit' status, then go to Step 9.

A screenshot of a web application interface for submitting "Emergency Response and Training Plans". The title bar shows "Emergency Response and Training Plans" and "DRAFT Jun. 23, 2023". There is a green "Submit" button and a dropdown menu. Below the title bar, there are two rows of document upload links. The first row is "Emergency Response/Contingency Plan: Upload Document(s)" with a green status indicator and the text "Ready to Submit". The second row is "Employee Training Plan: Upload Document(s)" with a green status indicator and the text "Ready to Submit". To the right of each row are "Edit" and "Discard" buttons. At the bottom of the interface, there are three links: "Discard Draft Submittal", "Miscellaneous State-Required Documents", and "Add Comment To Regulator".



HUNTINGTON BEACH FIRE DEPARTMENT

2000 Main Street, Huntington Beach, CA 92648

(714) 536-5411 • Fax (714) 374-1551

Guidance for Business Owner/Operator: How to submit Emergency Response and Training Plans

3. Under '**Document Options**' click on '**Upload Document(s)**'. Select '**Choose File**' and upload your Emergency Response/Contingency Plan document.
** The approved template for Emergency Response/Contingency Plan can be found here:
[EXAMPLE EMERGENCY RESPONSE PLAN](#)

4. Once you have uploaded your Emergency Response/Contingency Plan, click on the green '**Save & Finish**' button.

5. You should see your Emergency Response/Contingency Plan document in green under the '**Emergency Response and Training Plans**' section. You can now move on to submitting your Employee Training Plan by clicking on the '**New**' button.

** An example training record can be found here:

<https://www.huntingtonbeachca.gov/files/users/fire/hmbp-training-record.pdf>



HUNTINGTON BEACH FIRE DEPARTMENT

2000 Main Street, Huntington Beach, CA 92648

(714) 536-5411 • Fax (714) 374-1551

Guidance for Business Owner/Operator: How to submit Emergency Response and Training Plans

6. If you have a copy of your Employee Training Plan, under '**Document Options**', select '**Upload Document(s)**'. Select '**Choose File**' and upload your Employee Training Plan.

7. If you do not have an electronic copy of your Employee Training Plan, under '**Document Options**', select '**Stored at Facility**'. (In this case, on-site verification of employee training records will occur during your routine inspection.) When done, click the green '**Save**' button.

8. Under the '**Emergency Response and Training Plans**' section, you should see both documents in green with a '**Ready to Submit**' status.



HUNTINGTON BEACH FIRE DEPARTMENT

2000 Main Street, Huntington Beach, CA 92648
(714) 536-5411 • Fax (714) 374-1551

Guidance for Business Owner/Operator: How to submit Emergency Response and Training Plans

9. At this point, **BOTH** documents in the **Facility Information, Hazardous Materials Inventory, and Emergency Response and Training Plans** should be at a 'Ready to Submit' status.

Facility Information DRAFT May. 26, 2023 [Submit](#)

[Business Activities](#) [Ready to Submit](#) [Edit](#)

[Business Owner/Operator Identification](#) [Ready to Submit](#) [Edit](#)

[Discard Draft Submittal](#) [Miscellaneous State-Required Documents](#) [Add Comment To Regulator](#)

Hazardous Materials Inventory DRAFT May. 26, 2023 [Submit](#)

[Hazardous Material Inventory](#) [Add Material](#) [Ready to Submit](#) [Discard](#)

[Site Map \(Official Use Only\): Stored at Facility](#) [Ready to Submit](#) [Edit](#) [Discard](#)

[Discard Draft Submittal](#) [Miscellaneous State-Required Documents](#) [Add Comment To Regulator](#)

Emergency Response and Training Plans DRAFT May. 31, 2023 [Submit](#)

[Emergency Response/Contingency Plan: Upload Document\(s\)](#) [Ready to Submit](#) [Edit](#) [Discard](#)

[Employee Training Plan: Upload Document\(s\)](#) [Ready to Submit](#) [Edit](#) [Discard](#)

[Discard Draft Submittal](#) [Miscellaneous State-Required Documents](#) [Add Comment To Regulator](#)

10. If all elements are green and ready to be submitted, click on the green '**Submit**' button under the '**Emergency Response and Training Plans**'.

Facility Information DRAFT May. 26, 2023 [Submit](#)

[Business Activities](#) [Ready to Submit](#) [Edit](#)

[Business Owner/Operator Identification](#) [Ready to Submit](#) [Edit](#)

[Discard Draft Submittal](#) [Miscellaneous State-Required Documents](#) [Add Comment To Regulator](#)

Hazardous Materials Inventory DRAFT May. 26, 2023 [Submit](#)

[Hazardous Material Inventory](#) [Add Material](#) [Ready to Submit](#) [Discard](#)

[Site Map \(Official Use Only\): Stored at Facility](#) [Ready to Submit](#) [Edit](#) [Discard](#)

[Discard Draft Submittal](#) [Miscellaneous State-Required Documents](#) [Add Comment To Regulator](#)

Emergency Response and Training Plans DRAFT May. 31, 2023 [Submit](#)

[Emergency Response/Contingency Plan: Upload Document\(s\)](#) [Ready to Submit](#) [Edit](#) [Discard](#)

[Employee Training Plan: Upload Document\(s\)](#) [Ready to Submit](#) [Edit](#) [Discard](#)

[Discard Draft Submittal](#) [Miscellaneous State-Required Documents](#) [Add Comment To Regulator](#)



HUNTINGTON BEACH FIRE DEPARTMENT

2000 Main Street, Huntington Beach, CA 92648
(714) 536-5411 • Fax (714) 374-1551

Guidance for Business Owner/Operator: How to submit Emergency Response and Training Plans

11. A **'Confirm, Certify, and Submit Your Facility Submittal'** box should pop up. Make sure each section has a blue check mark next to it. You may now click on the green **'Submit Selected Elements'** button.

Confirm, Certify, and Submit Your Facility Submittal Submit Selected Elements

Certification Statement: Based on my own knowledge and/or on my inquiry of those individuals responsible for obtaining the information, I, Alexandra Escobedo (CERS Account username *escobeda*), certify on 5/31/2023 under penalty of law that I have personally examined and am familiar with the information submitted and believe the information is true, accurate, and complete.

Facility Information Ready To Submit ☒

Information will be reported to Orange County Environmental Health.
[Add Comment To Regulator](#)


Hazardous Materials Inventory Ready To Submit ☒

Information will be reported to Huntington Beach Fire Department.
[Add Comment To Regulator](#)

Emergency Response and Training Plans Ready To Submit ☒

Information will be reported to Huntington Beach Fire Department.
[Add Comment To Regulator](#)

12. You will be directed to a confirmation page with a green check mark that confirms you have submitted all sections of your HMBP. Your HMBP submittals are now done.




You have submitted the following elements on 6/5/2023 to **Orange County Environmental Health**

- **Facility Information**

You have submitted the following elements on 6/5/2023 to **Huntington Beach Fire Department**

- **Hazardous Materials Inventory**
- **Emergency Response and Training Plans**

Print Submittal 



HUNTINGTON BEACH FIRE DEPARTMENT

2000 Main Street, Huntington Beach, CA 92648

(714) 536-5411 • Fax (714) 374-1551

Guidance for Business Owner/Operator: How to submit Emergency Response and Training Plans

NOTE: HMBPs are required to be submitted annually between January 1st and March 1st of each year. A full re-submittal is required every 3 years regardless of any changes. The 'certify' option can be done each year in between as long as there are no changes.

Please refer to this link for instructions on how to certify: [CERS Certification Guide](#)

If you have any questions regarding your submittals, please contact the Fire Prevention Staff at: (714) 536-5411 or hmbp@surfcity-hb.org