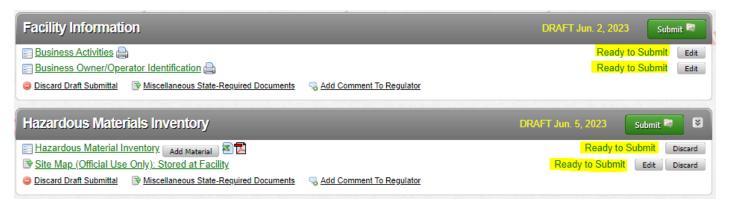
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Guidance for Business Owner/Operator: How to submit Emergency Response and Training Plans

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



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

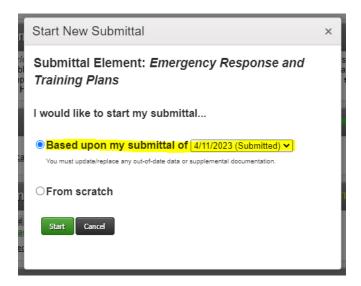
 Once you have completed your Facility Information submittal and your Hazardous Materials Inventory submittal, you can now start your Emergency Response and Training Plans by clicking on the green 'Start' button.



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- 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.



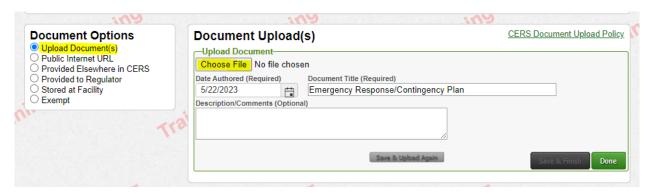
(b) If this page appears again and you need to make changes, click on the document you need to edit and follow the steps below. If no edits are necessary and both documents are green with a 'Ready to Submit' status, then go to Step 9.



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- 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:

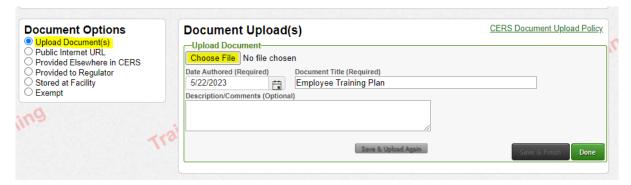
https://www.huntingtonbeachca.gov/files/users/fire/hmbp-training-record.pdf



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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.



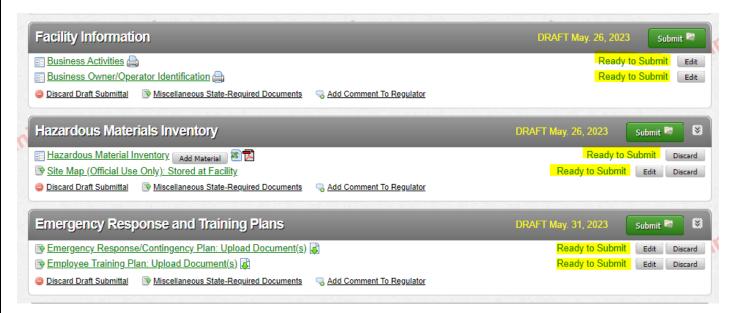
8. Under the 'Emergency Response and Training Plans' section, you should see both documents in green with a 'Ready to Submit' status.



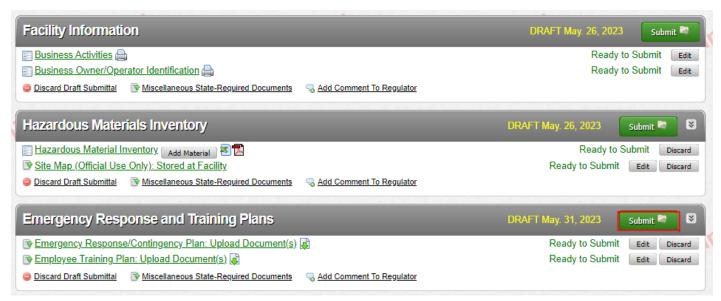
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 At this point, <u>BOTH</u> documents in the <u>Facility Information</u>, <u>Hazardous Materials</u> <u>Inventory</u>, <u>and Emergency Response and Training Plans</u> should be at a 'Ready to <u>Submit</u>' status.



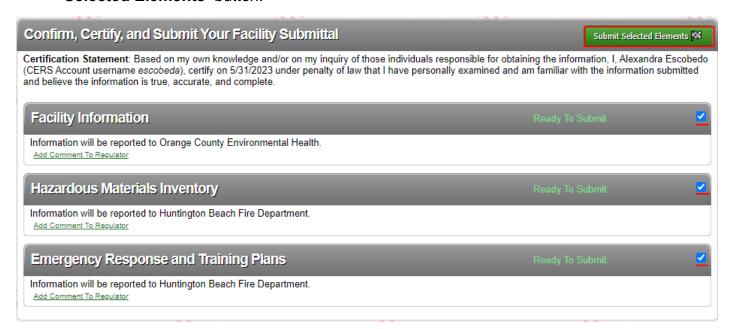
10. If all elements are green and ready to be submitted, click on the green 'Submit' button under the 'Emergency Response and Training Plans'.



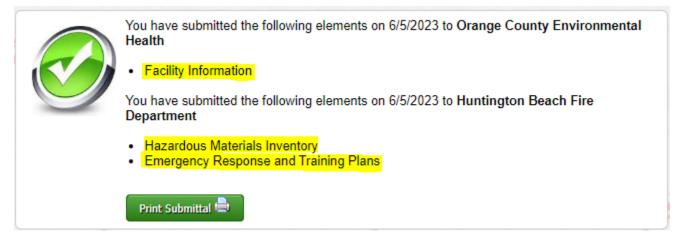
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11. A 'Confirm, Certify, and Submit Your Facility Submittal' box should pop up. Make sure each section has a blue check mark next to it. You may now click on the green 'Submit Selected Elements' button.



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.



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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