

San Bernardino County Fire Department • Hazardous Materials Division

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MAP INSTRUCTIONS

Submit three (3) maps:

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

Either use the legal-sized map form for your facility map (which includes the map symbol and inventory keys), or upload separate pages for the map symbols and inventory key. In either case, **if you identify hazardous materials by number rather than by name, be sure to also upload the key correlating the correct number with the each material.** These key(s) should be uploaded with the **facility** map.

AREA MAP - 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., a Google-type map or a Thomas Brother's Guide map page or equivalent may be used). There is no form provided for the area map, since it is a printout or 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. You **must** use a grid system and use the map symbols provided. 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. 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 or use a Google-type map with the required items added. 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 map:

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

FACILITY MAP - The facility map is a drawing of the **FLOOR PLAN** of your facility. Complete this map to a legible scale on one of the forms provided. (You may need to use the regular rather than legal-sized form and upload the key(s) separately if your printer is not capable of printing on legal sized paper.) The purpose of the facility map is to locate inventoried hazardous materials, 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 map:

- Scale of map (i.e., 1" = 100 ft.)
- Site orientation (north, south, etc.)
- Identify each hazardous material handling, use, or storage area. You may use a number rather than the chemical name; however, **you must then upload the key correlating the name of the chemical with its number along with the map**
- 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 safety data sheets and the business emergency plan (if a hard copy is kept on site)
- 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 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.

