

San Bernardino County Fire Protection District • Hazardous Materials Section

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SITE MAP INSTRUCTIONS AND SAMPLE SITE MAP

You must submit a site map. More than one map may be submitted for a large/complex facility.

The site map is a detailed aerial overview of your facility. The purpose of the site map is to provide emergency responders with relevant and vital emergency information. Therefore it is important that you take the time to make it legible and accurate.

The following items must be indicated on the site map: north orientation, loading areas, internal roads, adjacent streets, storm and sewer drains, access and exit points, emergency shutoffs, evacuation staging areas, hazardous material handling and storage areas, and emergency response equipment.

Please see below for clarification and examples of the required items. You may include additional information if you feel it would be helpful to emergency responders. If you choose to use symbols to represent some of the items, you may do so. A sample key showing some suggested symbols is attached, although you may use different symbols if you so choose. **However, if you use either the suggested symbols or any other symbols, you must make a key that shows all the symbols that were used on the map and upload the key along with your map.** A blank sheet that you may use to draw your map has been provided for your convenience.

- North orientation** (direction showing north)
- Loading areas** (areas at the facility where hazardous material is being loaded or unloaded into or from a transport vehicle or vessel)
- Internal roads** (onsite roads for vehicular access of the interior of the facility)
- Adjacent streets** (name of the streets adjacent to the facility)
- Storm and sewer drains** (drains carrying stormwater runoff and drains carrying waste water to a public sewage system)
- Access and exit points** (locations for entering/exiting the facility and onsite buildings)
- Emergency shutoffs** (gas, electric, water, pumps)
- Evacuation staging areas** (designated locations for personnel to meet during an evacuation of the facility)
- Hazardous material handling and storage areas** (indicate all areas where hazardous material and hazardous waste are used, generated, processed, produced, package, treated, stored, emitted, discharged, or disposed of in any fashion)
- Emergency response equipment** (fire extinguisher, fire hose, fire alarm, spill kit, eyewash station; and safety equipment for personnel that may include eye protection, safety vests, hard hats, gloves, personal protective suits, respirators, etc.)