



UNIFIED PROGRAM (UP) FORM CONSOLIDATED CONTINGENCY PLAN

SITE MAP

A site plan and storage map must be included with your Contingency Plan. For relatively small facilities, these documents may be combined into one drawing. Since these drawings are intended for use in emergency response situations, larger facilities (*generally those with complex and/or multiple buildings*) should provide an overall site plan and a separate storage map for each building/storage area. A blank Facility Site Map has been provided. You may complete that page or attach any other drawing(s) which contain(s) the information required below.

1. Site Plan: This drawing shall contain, at a minimum, the following information:

- a. Site Orientation (north, south, etc.);
- b. Approximate scale (e.g. "1 inch = 10 feet".);
- c. Date the map was drawn;
- d. Locations of all buildings and other structures;
- e. Parking lots and internal roads;
- f. Hazardous materials loading/unloading areas;
- g. Outside hazardous materials storage or use areas;
- h. Storm drain and sanitary sewer drain inlets;
- i. Wells for monitoring of underground tank systems;
- j. Primary and alternate evacuation routes, emergency exits, and primary and alternate staging areas;
- k. Adjacent property use;
- l. Locations and names of adjacent streets and alleys;
- m. Access and egress points and roads.

2. Storage Map(s): The map(s) shall contain, at a minimum, the following information:

- a. General purpose of each section/area within each building (e.g. "Office Area", "Manufacturing Area", etc.);
- b. Location of each hazardous material/waste storage, dispensing, use, or handling area (e.g. *individual underground tanks, aboveground tanks, storage rooms, paint booths, etc.*). Each area shall be identified by a unique location code number, letter, or name (e.g. "1", "2", "3"; "A", "B", "C", etc.);
- c. Entrances to and exits from each building and hazardous material/waste room/area;
- d. Location of each utility emergency shut-off point (i.e. *gas, water, electric.*);
- e. Location of each monitoring system control panel (e.g. *underground tank monitoring, toxic gas monitoring, etc.*).

3. Map Legend

Item and/or Description	Location Code (LC)



UNIFIED PROGRAM (UP) FORM CONSOLIDATED CONTINGENCY PLAN

SITE MAP INSTRUCTIONS

- Review these instructions and the example site map prior to completing your business' site map. Site maps not conforming to these requirements shall be returned for correction.
- Business site maps are required to be completed by each business that handles a hazardous material which has a quantity at any one time during the reporting year greater than a total weight of 500 pounds, or a total volume of 55 gallons, or 200 cubic feet at standard temperature and pressure for compressed gas. For large businesses, completed additional site maps, if necessary.
- The following symbols shall be used:

	Fire Department Sprinkler Connection		MSDS Storage Location		Gas Shut-Off		Sewer
	Fire Department Standpipe Connection		Evacuation/Staging Areas		Water Shut-Off		Aboveground Tank
	Fire Hydrants		Guard Station		Fence/Barrier		Underground Tank
	Limited Access Systems (Knox Box)		Air Conditioning Controls		Railroad Track		Insulated Tank
			Electrical Panel		Storm Drain		Pressurized Tank

- Identify the storage areas and type of hazardous materials stored in these areas using the following symbols:

HMS – Hazardous Materials Storage/Handling Area

COM – Combustible	ETI – Etilogic	ORG – Organic Peroxide	PRY – Pyrophoric	WRE – Water Reactive
COR – Corrosive	EXP – Explosive	OXI – Oxidizer	RAD – Radioactive	WST – Waste
CRY – Cryogenic	FLA – Flammable	PSN – Poison	TZX – Toxic	

