



COUNTY OF ORANGE CERTIFIED UNIFIED PROGRAM AGENCY - CUPA
HEALTH CARE AGENCY / ENVIRONMENTAL HEALTH
1241 E. DYER ROAD, SUITE 120 SANTA ANA, CA 92705-4720
Telephone: (714) 433-6000 / FAX: (714) 754-1768

Please read the instructions prior to completing this Business Emergency Plan. Print legibly in black ink or type the information. Make a copy for your records. Return the completed original forms, with UPCF Owner/Operator and Hazardous Materials reporting forms to:

County of Orange CUPA
1241 E. Dyer Road, Suite 120
Santa Ana, CA 92705

Mark one box only:

- New Business Emergency Plan (BEP)
- Updated BEP: Required review & update of BEP every three (3) years
- Updated BEP: Changes in business operation and/or personnel require new BEP with current information.

Business Name

Address

I certify under penalty of law that I have personally examined and am familiar with the information submitted; and that the Business Plan submitted meets the requirements of Chapter 6.95 Health & Safety Code & Title 19, §2729 *et seq.*

Owner/Operator Name (Print)	Signature	Date
BEP Prepared By (Print)	Signature	Date

INCIDENT vs. RESPONSE

If you have a release or a threatened release of hazardous materials and require emergency response, call 911. If you have a release or threatened release that is not an Emergency as described here, then 911 can be omitted; go to the Notification requirement below.

Person responsible for calling 911:

A hazardous materials **Incident** is a spill or release that can be absorbed, neutralized or otherwise controlled at the time of release; and can be controlled by the employees in the immediate work area or by maintenance personnel without exposure or health & safety hazards.

A hazardous material **Response** requires a response effort by employees from outside the immediate release area, or by other designated responders (e.g. fire dept), to an occurrence that results, or is likely to result, in an uncontrolled release of a hazardous substance.

NOTIFICATION

Both **Incidents** and **Responses** are considered releases/spills for the purpose of notification. Your business shall provide an immediate, verbal report of any release or threatened release of a hazardous material to the Administering Agency and State OES as soon as: 1) a person has knowledge of the release or threatened release; and 2) notification can be provided without impeding immediate control of the release or threatened release. Those numbers are:

State Office of Emergency Services (OES): (800) 852-7550 or (916) 845-8911
Orange County CUPA (714) 433-6000

Person responsible for calling CUPA and OES:

WHEN COMPLETING SECTIONS BELOW USE ADDITIONAL PAGES OR ATTACHEMENTS AS NEEDED

1. Identify the local emergency medical facility that will be used by your business in the event of an accident or injury caused by a release or threatened release of hazardous materials:

Hospital/Clinic			
Address	City	Zip Code	Phone Number () -

2. Does your business have an on-site emergency response team? Yes No
List Names & Titles of each person on response team.

3. Describe your business's procedures in the event of a release or threatened release of hazardous materials. Include all activities for the mitigation, prevention, or abatement of hazards to persons, property, or the environment such as:
 - a) Actions taken to prevent a release from occurring.
 - b) Actions or equipment to prevent a release from spreading.
 - c) Actions for stopping a release.
 - d) Methods for clean up and disposal of released materials.Include attachments as necessary

4. Describe your facility emergency notification and evacuation procedure. What communications or alarms are used? How do these operate during a power failure? Specify emergency exits and employee staging areas.

5) Identify all areas of the facility and mechanical or other systems that require immediate inspection or isolation because of their vulnerability to earthquake related ground motion.
