



Legend of Symbols used on example site layout and floor plan



North arrow, use to orient layout on page. North should always be at the top of the page as one reads the document.



Switch, use this symbol to indicate emergency shut-off switches or buttons, process control switches, or other items required to safely shut-off operating equipment, pumps, heaters or process equipment. Describe on plan.



Valve, use this symbol to indicate location of product valves, flow controls, or other valves that may be required to be operated during an emergency to control process, flows or site run-off drainage water.



Manhole. Use this symbol to indicate the location of covered access points or below grade vaults.



Catch Basin
Storm Drain

Catch basin grate, indicates location of surface drainage water run-off that may have to be controlled during an emergency or product release.



Floor Drain
Sanitary

Floor drain, indicates interior floor drains, usually connected to sanitary sewer system, may have to be sealed during an emergency condition.



Directional arrow indicates direction of flow in drainage system, floor drains or storm sewer system.



Grade arrow points indicates ground slope, points downhill or flow.



Tank, vat, storage or process vessel. Use to indicate location, use a numbering system for reference, include volume in Litres.



Transportation of Dangerous Goods Placard symbols. Use to indicate the general product hazard, include UN numbers if applicable. Universally understood, clear warnings.

Building Name	Date Prepared YYYY MM DD
Address	
Hazardous Materials or Dangerous Goods	
On-Site Storage? <input type="checkbox"/> Yes <input type="checkbox"/> No	Interior Storage? <input type="checkbox"/> Yes <input type="checkbox"/> No
Exterior Storage? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are Maps, Diagrams, Floor plans Included Here? <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of additional pages ?
Describe the primary chemical hazard(s), include name, CAS#, average volume or quantity, location on premises. Include additional pages if required.	
Special Hazards	
Describe any special hazards related to the chemical storage or process.	

Building Name	Date Prepared YYYY	MM	DD
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Special Handling Equipment

Describe any special handling equipment or precautions necessary when dealing with the process or equipment.

Emergency Response Team

Name(s)	Phone Number
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Name(s)	Phone Number
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Emergency Corporate Contact Person

Name(s)	Phone Number
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Name(s)	Phone Number
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Emergency Mitigation or Clean-up Contractor

Name(s)	Phone Number
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Name(s)	Phone Number
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Emergency Product Technical Help

Name(s)	Phone Number
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Name(s)	Phone Number
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