



ADRIAN TOWNSHIP FIRE DEPARTMENT

2889 Tipton Hwy
Adrian, Mi 49221
517-265-1314
chief@adriantwpfire.com

Dear Facility Owner/Operator:

In an effort to improve fire protection services to your business as well as to our entire area, the Adrian Township Fire Department is attempting to conduct pre-fire plan for all businesses in our response area. This entails a few actions.

Due to our firefighters being entirely volunteer and putting forth multiple hours responding to calls and training, it would be nearly impossible for us to visit every commercial occupancy annually as we would like to. In effort to overcome this nationwide challenge, we have put together a brief questionnaire that we request you complete and return to us. We also ask that you attach a site map for your facility, indicating key areas, such as hazardous storage area, utilities shutoffs, and alarm panel location. We know that your time is also very valuable but in doing this we want you to know that we will be much better prepared to respond to an emergency at your facility; allowing us to limit damage to property or possible injury to your employees and/or occupants.

Once we receive the completed pre-plan information, we will review your information as well, as your site plan. We will then determine any high-risk potential within your facility and look at scheduling a site visit, if needed. Our goal is to eventually visit all businesses within jurisdiction, although we are unsure an exact time frame of completing this. You will be contacted to schedule based on potential risk of high priority items, such as life safety and property conservation.

As part of the pre-plan process and to comply with Section 14i of the Michigan Occupational and Health Act of the Public Acts of 1874, as amended, requires that each fire chief prepare and disseminate to each firefighter information on facilities within their jurisdiction that use or produce hazardous chemicals.

The Michigan Fire Prevention Code, Act No. 207, P.A. of 1941, as amended, requires that any firm handling hazardous chemicals provides information to the fire chief upon request. This allows the fire department to gather information on each chemical so that the requirements of Act No. 154 can be met.

To assist our department in fulfilling its responsibilities under Act No. 154, we are requesting that you complete the enclosed survey. If your firm does not use or produce hazardous chemicals (see attached definitions), you still need to complete the form. This information can be beneficial to you and your firefighting personnel when responding to a fire or other emergency at your facility.

If the information you provide indicates that your firm is a user or producer of hazardous chemicals and the chemicals on site meet or exceed the specified quantities, we will be contacting you for further information. This may include safety data sheets (SDS); a listing of the hazardous chemicals by name, along with the

greatest amount that may be located on site at one time; and the actual locations of the chemicals at your facility.

Please complete the survey within ten days. All surveys, including negative responses, will be kept on file for future use and to satisfy Act No. 154 requirements. If there is a change concerning the use, production or quantity of hazardous chemicals at your firm in the future, please contact this department so that we may update our files.

We ask that you complete and return these items within ten days so we can efficiently plan for your site. These items can be completed online or returned to us in any of the following ways:

Mail: Adrian Township Fire Department

Attn: Pre-Plan Info

2889 Tipton Hwy, Adrian, Mi 49221

Email: chief@adriantwpfire.com or pwalker@adriantwpfire.com

Web: <https://www.adriantwpfire.com/>

Thank you for your cooperation in this effort to better protect your investment. Working together will allow us to better serve you. If you have any questions, feel free to contact us at any time.

Tim Bartenslager

Tim Bartenslager, Fire Chief
Officer

Phillip Walker

Phillip Walker, Dept. Health & Safety

Enclosed: Pre-plan work sheet, Hazardous Materials survey, Kidde Lock Box Info.