TROY FIRE DEPARTMENT

HAZARDOUS MATERIALS REPORTING HANDBOOK

Revised: January 2015

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HOW TO COMPLETE THE HMIS PROCESS

1. Review this document, starting with the next section titled: “Starting The Process”

2. Complete the Hazardous Material Inventory Statement (HMIS). Save an electronic copy for your files. Then, submit a completed MS Excel copy, electronically, to: “fireplans@troymi.gov”.
   NOTE: On the “Subject Line” of the e-mail, include the address of the facility.
   (Example: HMIS for 1234 W. Big Beaver)

3. With your submittal, include the following items:

   a. An electronic floor plan
      i. Indicate where your hazardous materials are located, as well as other items described in Step 8 & 9 of the section titled: “Starting the Process”.

   b. A completed Emergency Contact Form
      i. You can find one on our webpage at http://troymi.gov/Portals/0/Files/Fire/permitApps/EmergencyContactInfoForm2012.pdf

If you have any questions, please call the Troy Fire Department – Fire Prevention Section at (248) 524-3419

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Fire Department

500 West Big Beaver Road
Troy, Michigan 48084
Phone: 248-524-3419
Fax: 248-689-7520

TO: Property Owner / Manager

RE: Hazardous Materials Reporting Requirements

To Whom It May Concern:

Section 14i of the Michigan Occupational Safety and Health Act (MI-OSHA), Act No. 154, P.A. of 1974, as amended, requires that each fire chief prepare and disseminate to each fire fighter 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 provide information to the fire chief upon request. This allows the fire department to gather information on each chemical so that the requirements of MI-OSHA can be met.

The Troy Fire Prevention Code, Chapter 93 of the Troy City Code, requires a permit for the storage, dispensing, use, or handling of hazardous materials and defines reportable quantities.

To assist our department in fulfilling its responsibilities under these requirements, we are requesting that you perform the following if you have quantities of hazardous chemicals equal to or greater than what is defined:

- Read this entire document. It contains all the information you need to complete the required Hazardous Material Inventory Statement (HMIS). The HMIS list the hazardous products located on your site during the calendar year. Reporting is required, for Firefighter Safety, in the event of an emergency.
- The HMIS (*as an MS Excel spreadsheet)*, an electronic floor plan and a current emergency contact form are all required to be submitted within 10 business days, unless otherwise agreed upon with the fire inspector. All forms can be obtained on the internet at: http://troymi.gov/Government/Departments/FireDept/PermitApplications.aspx. Scroll down to “Hazardous Materials Documents”.
- All documentation can be e-mailed directly to the requesting Fire Inspector, or, to the Fire Marshal at ***fireplans@troymi.gov***. In the “Subject” line of the email, insert “HMIS PACKET RETURN – (Your Address)”.
- *PLEASE*:
  - Do not return Safety Data Sheets (SDS) unless requested by the fire inspector
  - Do Not Send payment until requested

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If the information you provide indicates that your firm is a user, producer, or otherwise handles hazardous chemicals and the chemicals on site meet or exceed the specified quantities, we will be contacting you for further information. This may include specific locations of the chemicals at your facility; SDS's; or to schedule a fire inspection.

IF YOU CANNOT ACCESS OUR WEBPAGE (http://troymi.gov/Government/Departments/FireDept/PermitApplications.aspx), forms are available electronically. Just send an e-mail requesting an "HMIS Packet" to ***fireplans@troymi.gov***. In the "Subject" line of the e-mail, insert "HMIS PACKET REQUEST – (Your Address). By using these forms, you can meet the obligations for reporting hazardous materials and file all information electronically.

If there is a change concerning the use, production, storage, or quantity of hazardous chemicals at your facility in the future, please contact the fire department so that we may answer your questions and update our files. Questions concerning this matter can be directed to the Fire Prevention Division at 248-524-3419. Thank you, in advance, for your cooperation.

Protectively,

Troy Fire Department

William S Nelson

William S. Nelson
Fire Chief

STARTING THE PROCESS

START YOUR REPORTING PROCESS BY READING THIS PAGE FIRST. It will help you file properly. If you have questions about how to fill out the HMIS Document, please call the Fire Prevention Division of the Troy Fire Department at 248-524-3419.

1. **COMPILE YOUR SDS DOCUMENTATION:** The Safety Data Sheet (SDS), formerly known as the MSDS, will provide you with most of the information you need for this reporting procedure. SDS documents can be obtained from your supplier or online. **DO NOT SEND SDS's** to the fire department *unless specifically requested*. Information not contained on the SDS can be obtained from the manufacturer or from your supplier.
2. **SEPARATE YOUR SDS DOCUMENTS** into categories listed on the Reportable Amounts Table (found in the HMIS document) Example: D.O.T. Class 2.1: Flammable Compressed Gases, D.O.T. Class 3: Flammable & Combustible Liquids, D.O.T. Class 9: ORM – Other Reportable Material, etc.
3. **COMPLETE THE HMIS DOCUMENT:** Remember to report the MAXIMUM AMOUNT THAT IS ON SITE DURING THE CALENDAR YEAR.
4. **IF YOU'RE NOT SURE HOW TO CLASSIFY** the chemical, review the SDS for that chemical, try using the definition section found in this document, or try to contact the manufacturer. Their info is on the SDS. If you still cannot determine how to classify the product, contact the fire department
5. **EXTREMELY HAZARDOUS SUBTANCES (EHS)**: **You must report all EHS's**. If you're not sure if you have EHS's, check the list at this web site: *(*http://www.michigan.gov/documents/deq/deq-ead-sara-ehslist_305998_7.pdf*)*.
6. **ONCE COMPLETED, SAVE A COPY OF THE FILE:** Save a copy of the HMIS form (as an MS Excel file) for your files.
7. **SURVEY THE FACILITY:** Create a floor plan (a scale sized drawing) of the facility that shows locations where reportable quantities of hazardous materials are stored, used or manufactured

Also, identify site specific features on a floor plan, including but not limited to:

- Nat'l Gas Shut Off Location
- Elec. Utility Shut off Location
- Fire Suppression Control Valves
- Fire Alarm Panel
- Fire Doors & Fire Walls
- Exit Doors

8. **PROVIDE A COPY OF THE ELECTRONIC FLOOR PLAN TO THE FIRE DEPT.:** The floor plan should reflect how to get in and out, as well as the items mentioned above
9. **COMPLETE THE EMERGENCY CONTACT FORM**: This form is located on the fire department webpage at: http://troymi.gov/Government/Departments/FireDept/PermitApplications.aspx Under "Forms" select ***Emergency Contact Info Form***. It is self-explanatory. Please be thorough. This information is used in the event we must contact a facility representative after normal operating hours. *Send it electronically*.
10. **PERMIT APPLICATIONS:** ***A fire inspector will review your HMIS form and the supporting documentation and will determine what permit, if any, will be required.***
11. **REVIEW THE HMIS REPORTING GUIDEBOOK:** It contains definitions of hazardous materials that provides you with information on how to classify your products on the HMIS.

    The Reportable Amounts Table is located in the HMIS document. It will tell you how much product you should have onsite before reporting to the fire department

HOW TO READ THE HMIS DOCUMENT

Start in the upper left corner with the date. *Fill in all requested contact info on the top section of the HMIS.*

1. **PRODUCT NAME**: This is the trade name of the product. (**Example**: Report "Thompson's Water Seal", not "Silicone").
2. **CHEMICAL NAME**: This is the chemical name of the product, not the trade name. (**Example**: Report "Gasoline", not "Shell Gas", or "Mobil Gas".)

   HOW TO REPORT MIXTURES: Mixtures of chemicals shall not be reported as each individual chemical in the mixture. Rather, report mixtures as a single product.
3. **D.O.T. HAZ CLASS**: This is the Department of Transportation's Hazard Classification Number (Class 1-9). DOT Hazard classification numbers are listed in one of the tabs at the bottom of the HMIS form. This number is can also be found on the SDS documentation in the "Transportation Section". It can also be obtained from the supplier of your product.
4. **PROD. CLASS.**: Product Classification further identifies the product. Products that may be further classified in this manner would include: Flammable and Combustible Liquids, Water Reactives, and Oxidizers. Check the definition section for more details on how to classify your products
5. **EHS**: This stands for *Extremely Hazardous Substance* (EHS). If this product is an EHS, it may be noted on the SDS. To find a list of EHS's, go to Extremely Hazardous Substance List: *(*http://www.michigan.gov/documents/deq/deq-ead-sara-ehslist_305998_7.pdf*)*.
6. **D.O.T. UN/NA NUMBER**: This is a four-digit number that quickly identifies the specific or generic hazards of the product for emergency responders and handlers during the initial response phase of an emergency involving that product. The number is provided on the Safety Data Sheet (**SDS**) for the product you are reporting. (**Examples**: 1017 – Chlorine, 1075 – LPG, 1203 – Gasoline)
7. **C.A.S. NUMBER**: C.A.S. stands for Chemical Abstracts Service. ***Key Point*:** CAS numbers *identify the chemical*, but not its concentration or specific mixture. Products that are "Mixtures" will not have an associated C.A.S. #
8. **NFPA 704 NUMBER**: This is a nationally recognized standard adopted by the fire service that addresses the health, flammability, instability, and related hazards that are presented by short-term, acute exposure to a material under conditions of fire, spill, or similar emergencies.

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The system identifies hazards in three basic categories. They are: Health **(H)**, Flammability **(F)** and Instability (or Reactivity) **(R).** The hazard is graded on a scale of zero to four, with four being the most severe. This information can be found on the SDS for the product.

9. The "**Reportable Amounts Table**" lists the "*minimum reportable amount"* for reporting that hazard class. This form is found on the bottom of the HMIS document by clicking on the tab titled "Reportable Amts Tbl (2013)"

   (**Example**: You have 3 chemicals in DOT Hazard Class "3". If the three chemicals together total *less than the amount listed on the "Reportable Amounts Table"*, you do not have to report them. But if together they total equal to, or more *than the amount listed on the "Reportable Amounts Table"*, then you shall report them on this form.)

10. **REPORTABLE QUANTITIES - AMOUNT ON SITE**: ***This is the maximum total amount of product that will be stored, delivered, manufactured and or used on site during the calendar year.*** In other words, what is the largest amount of product you will have at any one time. List this amount in U.S. measure and in the physical state (see next definition) that the product is in at normal temperature, time and pressure.

    (**Example:** If the Reportable Amounts Table indicates the minimum reportable amount is 5 gallons water capacity, list the product in gallons and as a liquid. If the Table indicates the minimum reportable amount is 200 cubic feet, list the product in cubic feet, and as a gas.)

11. **PHYSICAL STATE OF MATERIALS**: Examples: Solid, Liquid, Gas, Powder, Cryogenic, etc.)

12. **LOCATION OF MATERIALS**: This refers to the physical location of where the product is used, manufactured or stored at this site. Please indicate if the product is located inside or outside. Also, provide a **scale drawing** of this site as an electronic version of the drawing in either "*.pdf", "*.dwg", or "*.tiff" format.

    NOTE: The drawing should also include information such as: location of the fire alarm control panel (FACP), fire department connection (FDC), fire suppression system control valve room, utility shut off locations, Knox Box location and the location of the Inspector's Test Valve (ITV) for the fire sprinkler system.

NO REPORTABLE QUANTITIES: If the total amount of product you have is less than the amount required to report, please indicate by placing an "X" in the box marked "**NO REPORTABLE QUANTITIES**" on the HMIS form.

REPORTABLE AMOUNTS TABLE

(EFFECTIVE: JANUARY 2015)

This table is now located on the HMIS Form

Revised: January 2015

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DEFINITIONS OF REPORTABLE MATERIALS

Reportable Quantities shall be considered the ***maximum amount*** of material on site at any given time that *shall be reported to the fire department*. (Example: If a process uses one drum per month of material but that material is ordered at ten drums each time, then the maximum quantity would be the total amount contained in the ten drums.) Reportable amounts are listed on the table found near the end of this document. **NOTE:** *The FD Hazard Class number is located on the Reportable Amounts Table.*

Aerosol: A product that is dispensed from an aerosol container by a propellant.

Anhydrous Ammonia: A compound formed by a combination of two gaseous elements, nitrogen and hydrogen, in the proportion of one part nitrogen to three parts hydrogen by volume. Anhydrous ammonia may be in either gaseous or liquid form. It is not to be confused with aqueous ammonia, which is a solution of ammonia gas in water.

Carcinogens: A chemical that is capable of causing cancer as defined by the International Agency for Research on cancer is listed as a carcinogen or potential carcinogen in the Annual Report on Carcinogens published by the National Toxicology Program, or is regulated by OSHA as a carcinogen.

Combustible: Able to catch fire and burn regardless of its auto-ignition point or whether it is a solid, liquid or gas.

Combustible Liquids: A liquid having a closed cup flash point at or above 100^{o} F (38^{o}C). Combustible liquids shall be subdivided as follows:

Class II: Liquids having a closed cup flash point at or above 100^{o} F (38^{o} C) and below 140^{o} F (60^{o} C).

Class IIIA: Liquids having a closed cup flash point at or above 140^{o} F (60^{o} C) and below 200^{o} F (93^{o} C).

Class IIIB: Liquids having a closed cup flash point at or above 200^{o} F (93^{o} C).

Combustible Fibers: Readily ignitable and free burning fibers such as cotton, sisal, henequen, jute, hemp, tow, cocoa fiber, oakum, baled waste, baled wastepaper, kapok, hay, straw, excelsior, Spanish moss and other like material.

Compressed Gas: A material or mixture of materials which:

1. Is a gas at 68_F (20_C) or less at 14.7 psia (101 kPa) of pressure; and

2. Has a boiling point of 68_F (20_C) or less at 14.7 psia (101 kPa) which is either liquefied, non-liquefied or in solution, except those gases which have no other health- or physical-hazard properties are not considered to be compressed until the pressure in the packaging exceeds 41 psia (28 kPa) at 68_F (20_C).

The states of a compressed gas are categorized as follows:

1. Non-liquefied compressed gases are gases, other than those in solution, which are in a packaging under the charged pressure and are entirely gaseous at a temperature of 68_F (20_C).

DEFINITIONS OF REPORTABLE MATERIALS

- Continued -

Compressed Gas: The states of a compressed gas are categorized as follows: (Continued)

2. Liquefied compressed gases are gases that, in a packaging under the charged pressure, are partially liquid at a temperature of 68_F (20_C).

3. Compressed gases in solution are non-liquefied gases that are dissolved in a solvent.

4. Compressed gas mixtures consist of a mixture of two or more compressed gases contained in a packaging, the hazard properties of which are represented by the properties of the mixture as a whole.

Compressed gases may include, but are not limited to:

Corrosive Gas: A gas that causes visible destruction of, or irreversible alterations in, living tissue by chemical action at the point of contact. A chemical shall be considered corrosive if, when tested on the intact skin of albino rabbits by the method described in DOT 49 CFR, Part 173, such chemical destroys or changes irreversibly the structure of the tissue at the point of contact following an exposure period of 4 hours. This term does not refer to action on inanimate surfaces.

Flammable Gas: A material which is a gas at 68°F (20°C) or less at 14.7 pounds per square inch atmosphere (psia) (101 kPa) of pressure [a material that has a boiling point of 68°F (20°C) or less at 14.7 psia (101 kPa)] which:

1. Is ignitable at 14.7 psia (101 kPa) when in a mixture of 13 percent or less by volume with air; or
2. Has a flammable range at 14.7 psia (101 kPa) with air of at least 12 percent, regardless of the lower limit. The limits specified shall be determined at 14.7 psi (101 kPa) of pressure and a temperature of 68°F (20°C) in accordance with ASTM E 681.

Non-Flammable Gas: Any compressed gas other than a flammable compressed gas.

Corrosive Liquids: Those acids, alkaline caustic liquids, and other corrosive liquids which, when in contact with living tissue, will cause severe damage to such tissue by chemical action; or in case of leakage, will materially damage or destroy other containers of other hazardous commodities by chemical action and cause the release of their contents; or capable of causing fire when in contact with organic matter or certain chemicals.

Corrosive Solid: A solid material that causes visible destruction of, or irreversible alterations in, living tissue by chemical action at the point of contact. A chemical shall be considered corrosive if, when tested on the intact skin of albino rabbits by the method described in DOTn 49 CFR, Part 173, such chemical destroys or changes irreversibly the structure of the tissue at the point of contact following an exposure period of 4 hours. This term does not refer to action on inanimate surfaces.

Cryogenic Fluid: Any liquid having a boiling point lower than –130^{o} F (-89.9^{o} C) at 14.7 pounds per square inch atmosphere (psia) (an absolute pressure of 101.3 kPa).

Cryogenic Liquid (Flammable): A cryogenic fluid that is flammable in its vapor state.

Cryogenic Oxidizer: A cryogenic agent that releases oxygen and will easily combine with fuels to burn. It is a liquid only at very low temperatures.

DEFINITIONS OF REPORTABLE MATERIALS

- Continued -

Explosive & Blasting Agent:

Explosive: A chemical compound, mixture or device, the primary or common purpose of which is to function by explosion. The term includes, but is not limited to, dynamite, black powder, pellet powder, initiating explosives, detonators, safety fuses, squibs, detonating cord, igniter cord, igniters and display fireworks, 1.3G (Class B, Special). The term "explosive" includes any material determined to be within the scope of USC Title 18: Chapter 40 and also includes any material classified as an explosive other than consumer fireworks, 1.4G (Class C, Common) by the hazardous materials regulations of DOTn 49 CFR.

Blasting Agent: A material or mixture consisting of fuel and oxidizer, intended for blasting provided that the finished product, as mixed for use or shipment, cannot be detonated by means of a No. 8 test detonator when unconfined. Blasting agents are labeled and placarded as Class 1.5 material by US DOTn.

Liquefied Natural Gas (LNG): A fluid in the liquid state composed predominantly of methane and which may contain minor quantities of ethane, propane, nitrogen or other components normally found in natural gas.

Liquefied Petroleum Gas (LPG): A material that is composed predominantly of the following hydrocarbons or mixtures of them: propane, propylene, butane (normal butane or isobutane) and butylenes.

Flammable Liquid: Any liquid having a closed cup flash point below 100^{o} F (38^{o} C). Flammable liquids are further categorized into a group known as Class I Liquids. The Class I category is subdivided as follows:

Class 1A: Liquids having a flash point below 73^{o} F (23^{o} C) and having a boiling point below 100^{o} F (38^{o} C).

Class 1B: Liquids a having flash point below 73^{o} F (23^{o} C) and having a boiling point at or above 100^{o} F. (38^{o} C).

Class 1C: Liquids having a flash point at or above 73^{o} F. (23^{o} C) and below 100^{o} F. (38^{o} C).

Flammable Solid: A solid, except a blasting agent or explosive, capable of causing fire through friction, absorption of moisture, spontaneous chemical change, or retained heat from manufacturing or processing, or which has an ignition temperature below 212^{o} F (100^{o} C) or which burns so vigorously and persistently when ignited as to create a serious hazard.

Irritating Material: A chemical that is not corrosive, but causes a reversible inflammatory effect on living tissue by chemical action at the site of contact.

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DEFINITIONS OF REPORTABLE MATERIALS

Irritating Material: (Continued)

(a) For the purpose of Code of Federal Regulations Parts 170 through 189 of this subchapter, an irritating material is a liquid or solid substance which upon contact with fire or when exposed to air gives off dangerous or intensely irritating fumes, such as bromobenzylcyanide, chloracetophenone, diphenylamine chlorarsine, and diphenyl chlorarsine, but not including any poisonous material, Class A.

Organic Peroxide: An organic compound that contains the bivalent -O-O- structure and which may be considered to be a structural derivative of hydrogen peroxide where one or both of the hydrogen atoms have been replaced by an organic radical. Organic peroxides can pose an explosion hazard (detonation or deflagration) or they can be shock sensitive. They can also decompose into various unstable compounds over an extended period of time.

Class I: Those formulations that are capable of deflagration but not detonation.

Class II: Those formulations that burn very rapidly and that pose a moderate reactivity hazard.

Class III: Those formulations that burn rapidly and that pose a moderate reactivity hazard.

Oxidizing Gas: A gas that can support and accelerate combustion of other materials.

Oxidizer: A material that readily yields oxygen or other oxidizing gas, or that readily reacts to promote or initiate combustion of combustible materials. Examples of other oxidizing gases include bromine, chlorine and fluorine.

Class 1: An oxidizer whose primary hazard is that it slightly increases the burning rate but which does not cause spontaneous ignition when it comes in contact with combustible materials.

Class 2: An oxidizer that will cause a moderate increase in the burning rate or that causes spontaneous ignition of combustible materials with which it comes in contact.

Class 3: An oxidizer that will cause a sever increase in the burning rate of combustible materials with which it comes in contact or that will undergo vigorous self-sustained decomposition due to contamination or exposure to heat.

Class 4: An oxidizer that can undergo an explosive reaction due to contamination or exposure to thermal or physical shock. In addition, the oxidizer will enhance the burning rate and can cause spontaneous ignition of combustibles.

Poison: Toxic liquid or solid substance that is a hazard to health.

Pyrophoric: A material that will spontaneously ignite in air at or below a temperature of 130^{o}F.

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DEFINITIONS OF REPORTABLE MATERIALS

Radioactive: Any material or combination of materials that spontaneously release ionizing radiation.

Spontaneously Combustible Material: A material that may ignite by the heat produced through chemical action of its own components.

Toxic Material: A chemical falling within any of the following categories:

> A chemical that has a median lethal dose (LD 50) of more than 50 milligrams per kilogram, but not more than 500 milligrams per kilogram of body weight when administered orally to albino rats weighing between 200 and 300 grams each, ***or,***
>
> A chemical that has a median lethal dose (LD 50) of more than 200 milligrams per kilogram but not more than 1,000 milligrams per kilogram of body weight when administered by continuous contact for 24 hours (or less if death occurs within 24 hours) with the bare skin of albino rabbits weighing between 2 and 3 kilograms each, ***or,***
>
> A chemical that has a median lethal concentration (LC 50) in air of more than 200 parts per million but not more than 2,000 parts per million by volume of gas or vapor, or more than 2 milligrams per liter but not more than 20 milligrams per liter of mist, fume or dust, when administered by continuous inhalation for 1 hour (or less if death occurs within 1 hour) to albino rats weighing between 200 and 300 grams each.

Highly Toxic Material: A material that produces a lethal dose or lethal concentration that falls within any of the following categories:

> 1. A chemical that has a median lethal dose (LD 50) of 50 milligrams or less per kilogram of body weight when administered orally to albino rats weighing between 200 and 300 grams each.
>
> 2. A chemical that has a median lethal dose (LD 50) of 200 milligrams or less per kilogram of body weight when ad-ministered by continuous contact for 24 hours (or less if death occurs within 24 hours) with the bare skin of albino rabbits weighing between 2 and 3 kilograms each.
>
> 3. A chemical that has a median lethal concentration (LC 50) in air of 200 parts per million by volume or less of gas or vapor, or 2 milligrams per liter or less of mist, fume or dust, when administered by continuous inhalation for one hour (or less if death occurs within 1 hour) to albino rats weighing between 200 and 300 grams each.

Mixtures of these materials with ordinary materials, such as water, might not warrant classification as highly toxic. While this system is basically simple in application, experienced, technically competent persons shall perform any hazard evaluation that is required for the precise categorization of this type of material.

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DEFINITIONS OF REPORTABLE MATERIALS

Unstable (Reactive) Material: Substances capable of rapidly undergoing chemical changes or decomposition. Materials that polymerize, decompose, condense or become self-reactive when exposed to air, water, heat, shock or pressure.

> **Class 2:** Materials that readily undergo violent chemical change at elevated temperatures and pressures.
>
> **Class 3:** Materials that, in themselves, are capable of detonation or explosive decomposition or explosive reaction, but that require a strong initiating source or that must be heated under confinement before initiation.
>
> **Class 4:** Materials, that in themselves are, readily capable of detonation or explosive decomposition or explosive reaction at normal temperatures and pressures.

Water Reactive Material: A chemical that reacts with water to release a gas that is either flammable or presents a health hazard.

> **Class 2:** Materials that are capable of forming potentially explosive mixtures with water.
>
> **Class 3:** Materials that react explosively with water without requiring heat or confinement.

Fire Department

500 West Big Beaver Road
Troy, Michigan 48084
Phone: 248-524-3419
Fax: 248-689-7520

DIRECTIONS:

This information is being requested to update our files. Please ***"…provide a current list of emergency contacts who will respond to the premises in the event of an emergency, or to reset or deactivate the alarm system, or who could contact the alarm user if the alarm user is not at the scene." (Troy City Code, Chapter 88, Art. 16, Para. III, Sect. E, 1, d.)*** In the event of an emergency at your location, the fire department would be able to access this information and make timely contact with you or one of your employees.

When filling out this form, please do the following:

- Make a copy of the blank form. Then set the original aside.
- Fill out the blank copy with the information requested. *Please list key holders that will respond if required by the fire department in case of emergency.* The more information provided, the sooner the fire department can contact you in the event of an emergency.
- Fax the form, to our office at (248) 689-7520, or Email it to the requesting fire inspector, or, fireplans@troymi.gov. (If you cannot fax or email it, make a copy of the completed form. Place one completed copy in an envelope and mail it to our office.
- After you have provided a copy to this office, take the completed copy and the blank original and file it away until next year. At that time, review the information for any changes. If any changes have been made, make a copy of the blank form, fill in the changes and fax it to our office.
- If you have a Knox Box and change keys, you must contact our office.
- If you have any questions, please contact the fire department office.

EMERGENCY CONTACT FORM

Information contained on this form is for Official Use Only and
is NOT FOR PUBLIC EYES

DATE: _____ P.F. # _____
F.D. Use Only

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

PRIMARY EMERGENCY CONTACT PERSON (During & *AFTER* Hours):

NAME: _____

TITLE: _____

HM ADDRESS: _____

HM PHN: _____ WK PHN: _____

CELL: _____ OTHER: _____

SECONDARY EMERGENCY CONTACT PERSON (During & *AFTER* Hours):

NAME: _____

TITLE: _____

HM ADDRESS: _____

HM PHN: _____ WK PHN: _____

CELL: _____ OTHER: _____

CONTINGENT EMERGENCY CONTACT PERSON (During & *AFTER* Hours):

NAME: _____

TITLE: _____

HM ADDRESS: _____

HM PHN: _____ WK PHN: _____

CELL: _____ OTHER: _____

CHECK ALL THAT APPLY:

☐ Has Knox Box ☐ Has Monitored Fire Alarm ☐ Has Monitored Fire Suppression

Revised: January 2015