

1100 E Pontaluna Road
Norton Shores, MI 49444
P: 231-798-2255
F: 231-747-7924



Tony Gutierrez, Fire Chief
Joseph Kinnucan, Deputy Chief
Don VanderKooi, Fire Marshal

www.nortonshores.org

Dear Business Owner or Facility Representative,

The Norton Shores Fire Department Fire Prevention Bureau is updating its records for all businesses within the City of Norton Shores. This information is critical for pre-incident planning and for the safety of your employees, customers, and responding firefighters.

Under Section 14i of the Michigan Occupational Safety and Health Act (MIOSHA), Act 154 of 1974, Michigan's Fire Prevention Code, and the federal Emergency Planning and Community Right-to-Know Act (EPCRA) Sections 311–312 (40 CFR Part 370), the Fire Chief may request information on hazardous chemicals and hazardous substances located within our jurisdiction. In accordance with these authorities and Fire Marshal Bulletin 9, **all businesses and facilities in Norton Shores are required to respond to this request**, even if you do not have hazardous chemicals in quantities that trigger Tier II reporting.

If your facility meets Tier II reporting thresholds under EPCRA/SARA Title III, you must also complete your annual Tier II Emergency and Hazardous Chemical Inventory report and submit it to the Michigan SARA Title III Program (via Tier II Manager™), the LEPC, and the Norton Shores Fire Department by March 1 each year, as required by state guidance. This letter does not replace that obligation; it is a local fire department requirement to support emergency response.

We are requesting the following information from your business:

1. Hazardous Materials Inventory

- If you have **no reportable quantities** of OSHA hazardous chemicals at or above EPCRA/SARA Title III thresholds, please indicate “NO REPORTABLE QUANTITIES” and confirm your business name, address, and primary contact.
- If you **do have hazardous chemicals**, please provide a brief list that includes:
 - Product name
 - Hazard classification or NFPA ratings (if available)
 - Maximum quantity on site
 - General storage location(s) (inside/outside, and room/area name).

2. Emergency Contact Information (For Official Use Only – Not for Public Release)

- Provide at least **three emergency contacts** (primary, secondary, and backup) who can be reached during and after normal business hours, including:
 - Name and title/role
 - Phone numbers (cell and/or work)
 - Email address
- Please note whether your facility has any of the following:
 - A key lock box (Knox Box)
 - A monitored fire alarm system
 - A monitored fire suppression or sprinkler system.



3. Floor Plan / Site Plan

- Provide a simple floor or site plan (PDF preferred; a clear hand sketch is acceptable) that shows at minimum:
 - Building outline and a north arrow
 - Business name and address
 - Main and secondary entrances
 - Electrical service (meter and main panel)
 - Gas service (meter or tank)
 - Mechanical/utility room(s)
 - Fire alarm control panel, sprinkler riser/valves, and any fire department connection (FDC), if present
 - Locations of hazardous materials, tanks, or process areas, if applicable.

You may submit this information in either of the following ways:

1. Community Connect (Preferred)

You may enter your business information, emergency contacts, and key hazard details directly into **Community Connect** by visiting:

<https://www.communityconnect.io/info/mi-nortonshores>

Using Community Connect takes just a few minutes:

1. **Create an account**
Sign up for free and get started doing your part. It just takes your email, phone number, and address.
2. **Enter the info that matters most**
Enter valuable information that can help us assist more effectively during an emergency, including contacts, hazards, and any special access instructions (gates, codes, unusual hazards, etc.).
3. **Help your Fire Department when seconds count**
That's it. Just keep your information up to date, as things change over time, so we can always be prepared.

When using Community Connect, please ensure that your business name and address are entered exactly as they appear on your signage or utility bills. Even if you use Community Connect, we encourage you to email a floor or site plan so it can be attached to your pre-incident plan.

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2. Email or Direct Submission

You may email your hazardous materials inventory, emergency contacts, and floor/site plan (PDF preferred) to:

nsfd.fireprevention@mcd911.net

If electronic submission is not possible, please contact us at (231) 799-6809 to discuss alternate arrangements.

Please submit the requested information **on or before March 1 of each year**, or within **30 days of opening a new business or a change of occupancy/use** at your site. If there are significant changes during the year—such as new hazardous chemicals, major changes in quantities or storage locations, changes in emergency contacts, or changes affecting building access or utilities—you are responsible for promptly providing updated information by email or through Community Connect.

Hazardous materials inventories, floor plans, and emergency contact information will be used solely for emergency planning, firefighter safety, and compliance with state and federal right-to-know laws. Detailed site plans and location information are treated as **For Official Use Only (FOUO)** and shared only with authorized emergency management and response partners.

If you have any questions about this request, how to use Community Connect, or how this relates to Tier II / SARA Title III reporting, please contact the Norton Shores Fire Prevention Bureau at (231) 799-6809 or nsfd.fireprevention@mcd911.net.

Thank you for your cooperation and your commitment to the safety of our community.

Sincerely,

Don VanderKooi, PEM
Fire Marshal
Norton Shores Fire Department

EMERGENCY CONTACT FORM

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

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:

Have Lock Box Have Monitored Fire Alarm Have Monitored Fire Suppression

(Add additional sheets if you would like to add additional people to this list.)

Name of Business
Address

"Sample Floor Plan"

Nearby St.

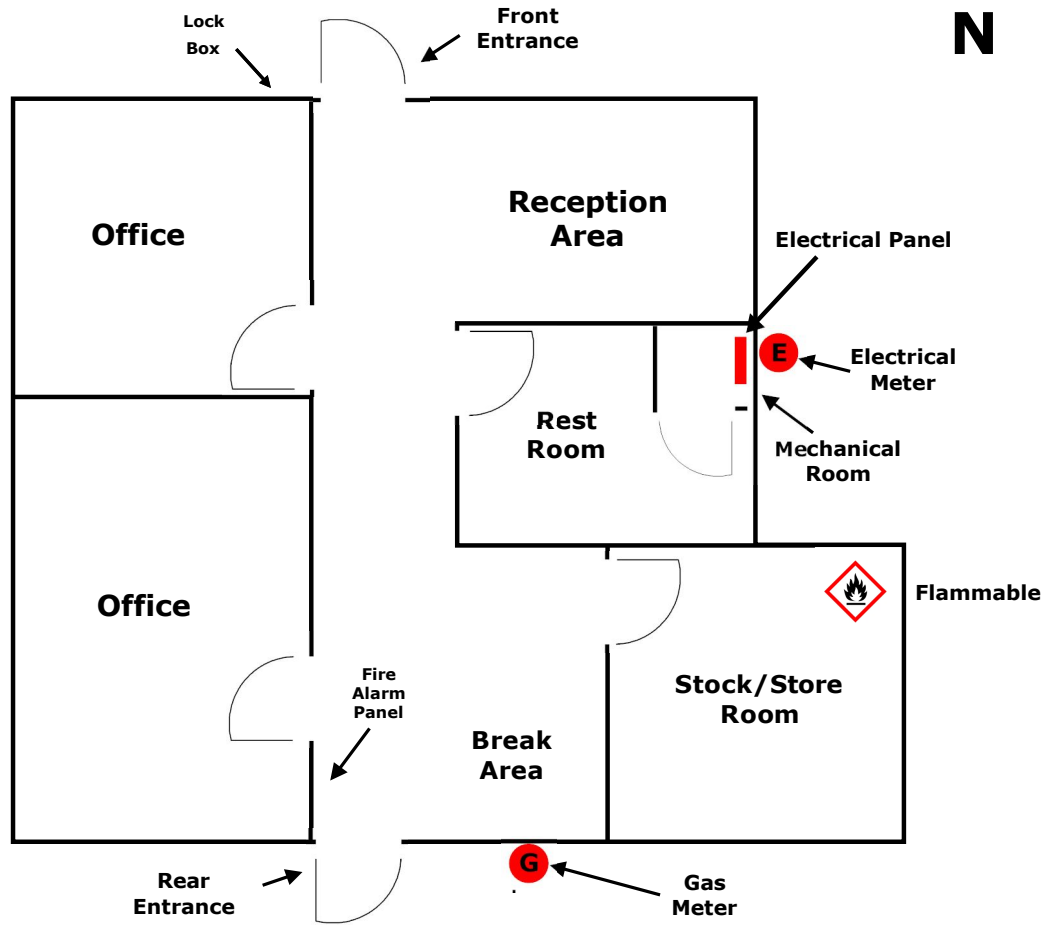


Must Have on drawings:

- Electrical meter & panel
- Gas meter
- Mechanical room location
- Name & address of business
- Floor for each floor of building
- North Orientation
- Nearby Street

ADDITIONAL IF APPLY

- Lock Box Location
- Sprinkler System and Valves
- Fire Alarm Panel
- Fire Department Connection
- HAZARDOUS Materials Location



**If you have reportable quantities,
an electronic PDF is required.
If you have any questions, please
contact our office at 231-799-6809.**

Drawn By:
John Smith
231 555 5555
Jan. 1, 20XX