

IEA, INC.

**NORTHFIELD PUBLIC SCHOOLS**



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# Management Plan for

# Community Right-to-Know

**FEBRUARY 2016**



**IEA Project #201410725**

Northfield Public Schools

**Management Plan for Community Right-to-Know**

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- A. Completed Tier 2 Reports
- B. Documentation to Local Fire Department(s)

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## **1.0 Background**

Our facilities store substances defined by the Emergency Planning and Community Right-to-Know Act (EPCRA) 40 CFR Title III as hazardous in quantities that exceed the planning threshold level. It is required that the district inform the Minnesota Department of Homeland Security and Emergency Management when chemicals exist in the district above threshold planning levels, and complete annual reports detailing certain information about these chemicals.

## **2.0 Hazardous Substances**

The chemicals stored at our facilities include fuel oil, for use in the district's boilers and liquid chlorine, for use in the district's pool. For specific information on the most current quantities and locations of these chemicals, please reference the reporting data maintained with this program.

## **3.0 Reporting**

The district submits required information on an annual basis to the Minnesota Department of Homeland Security and Emergency Management through the Tier II Manager Software System. Hard copies of the annual submissions are maintained in Director of Buildings & Grounds office. In addition, a copy of the submission is mailed to the local responsible fire department.

## **4.0 Emergency Procedures**

If a spill or leak of the chemicals identified in this program occurs, the Minnesota State Duty Officer is notified immediately at 651-649-5451 or 800-422-0798. The Director of Buildings & Grounds is also notified, as well as the custodian at the building where the spill has occurred. If a leak or spill occurs during the school day, it is the principal's responsibility to determine, with input from the local fire department, whether an evacuation is necessary. Please reference the district's Emergency Action Plan for more information.

All questions and requests for information should be directed to the Director of Buildings & Grounds at 507-663-0600.