



August 24, 2021

Michigan Safety & Drill Planning Considerations for the 2021-2022 School Year

As most school districts return to in-person classes for the 2021-2022 school year, there will be new students and teachers in every school and those returning may have been away from the classroom for an extended amount of time. Because of this, it remains vitally important to conduct regulated safety drills and follow the requirements set forth in law. This guidance differentiates from schools educating at a distance, in-person, and in a hybrid format and is a collaboration among the Michigan Department of Education (MDE) and the Michigan Department of Licensing and Regulatory Affairs' (LARA) Bureau of Fire Services (BFS) and the State Fire Marshal to assist school administrators and staff in providing a safe learning environment.

While MDE does not have authority over emergency drill compliance, the department receives questions about conducting emergency drills safely during the COVID-19 pandemic. School districts are bound by emergency drill requirements, which may have to be adapted to changing conditions throughout the school year. While some drills may be simple to practice with measures in place for COVID-19, all will require additional planning and adaptations. Below are three different instructional models and how to potentially conduct drills during each.

Learning at a Distance:

If a school is operating fully remotely, it should be noted that at this time, there is not a legal mechanism to issue waivers from the drill requirements. A statutory change from the legislature is likely needed to provide additional flexibility.

In-person Instruction:

While drills will still need to be conducted, evacuation drills can take social distancing into account. Because everyone will need to evacuate the building when the fire alarm sounds, it may take more time to conduct the drill and accommodate the need for social distancing. That is ok! When the alarm sounds, you can stagger classrooms as they dismiss, allowing a small amount of time between each classroom's evacuation to accommodate social distancing. There may also need to be different evacuation locations for the various classes. Work with your local emergency manager and fire department to decide how best to conduct your drills so social distancing can be followed while still evacuating the entire building as needed.

Hybrid Instruction:

If groups of students attend school in-person on alternating days, there will need to be a drill schedule that accommodates this instructional model. Drills will need to be conducted with each group of students on their respective days in school. Per the State Fire Marshal, each drill conducted with a group may count as separate drills. For example, Group A attends in-person instruction on Monday and Tuesday. Group B attends in-person instruction on Thursday and Friday. School administration conducts drills with Group A on Tuesday and Group B on Thursday. This will count as *two drills*. The first set of three drills must be conducted before December 1. Each group must have at least one drill before the designated deadline.

Evacuation Locations for In-person and Hybrid Instruction:

While conducting drills, whether during in-person instruction or during hybrid instruction, schools will need to consider evacuation locations, space, and distancing depending on the specific size and layout of the school, campus, or community. Below are some suggestions to help with drill planning and implementation.

- Review mandated drill requirements.
- Discuss drills and drill requirements during staff meetings.
- Review the purpose of drills and the processes in implementing them.
- Use scenarios or tabletops with staff. Make them building specific.
- Build the results of staff discussions into classroom lessons. Talk with students about the why and how of safety drills.
- Schools are strongly encouraged to work with their special education directors and teachers to include considerations of students with special needs in their planning.
- Collaborate with local emergency managers and first responders to plan and problem solve. It may also be a good idea to work with your local fire safety inspector found on this interactive [map](#).
- Communicate and partner with families. Some safety drills and activities usually done in school can be shared and practiced at home. This may be an important way of bringing home and school safety together, especially for younger students.
- Encourage families to attend community days at their local first responders' buildings to give children a chance to meet local responders and check out the equipment. This may help alleviate the fear some children may feel if first responders need to come to their aid.
- Reunification planning will take some special consideration.
 - Location:
 - Inside/Outside: Will reunification take place from within the school itself, or will it take place at a campus site outside of the school?
 - On-Site/Remote: If an evacuation moves staff and students to an off-site location, will that site be prepared to receive them? Is it safe and secure? Is it currently accessible to vehicles?

- Traffic Flow: How will traffic be accommodated to ensure safety and distancing? How will drivers be identified if they are wearing masks?
- Sign-in/Sign-out: How will this be accomplished while adapting to current safety guidelines?

Ultimately, many decisions in district or school planning for these topics in the current pandemic environment will come down to reasonableness, common sense, and risk assessment *within* an emergency *within* the pandemic. Collaborating with families and community partners is critical!

Alcohol-based Hand Rub (Sanitizer):

With an increase in the amount of sanitizer being kept and used in schools, it is important to remember that alcohol-based hand rub (ABHR) is a flammable liquid and requires careful storage and use. NFPA 101, Life Safety Code, 2012 Edition is referenced by the New and Existing School, College, and University Fire Safety rules and has specific requirements for use of ABHR as follows:

- Dispensers shall be installed in rooms or spaces separated from corridors and exits and are NOT permitted in corridors.
- The maximum individual dispenser fluid capacity shall be as follows:
 - 0.32 gal (1.2 L) for dispensers in rooms.
 - 0.53 gal (2.0 L) for dispensers in suites of rooms.
- The dispensers shall be separated from each other by horizontal spacing of not less than 48 inches (1,220 mm).
- The dispensers shall not be installed over, or directly adjacent to, an ignition source such as light switches or receptacles.
- Dispensers installed directly over carpeted floors shall be permitted only in sprinklered rooms or spaces.
- The storage of ABHR is strictly regulated due to its flammability; storage of more than five gallons is required to meet the following conditions:
 - ABHR may not be stored in a basement.
 - Quantities of more than five gallons shall be stored in a listed flammable liquids storage cabinet.
- If the above criteria cannot be met, the ABHR should be stored in a separate building from the school and only dispensed as needed.

If you have any questions or need additional information, please contact the LARA Bureau of Fire Services at lara-bfs@michigan.gov or 517-388-1761 or Mary Teachout at the Michigan Department of Education at TeachoutM@Michigan.gov.

School Safety Drills, Documentation, and Reporting Requirements

Category	Requirement	Frequency/Deadline	Resources	Law
School Safety Drill Requirements	ALL DRILLS: Requires a school to schedule five fire drills, two tornado drills, and three school safety/security drills (e.g., lockdown, shelter in place, etc.).	On-going	Balancing Fire, Tornado and Lock-Down Safety Drills in Schools	MCL 29.19
	ALL DRILLS: At least one of the drills (fire, tornado, or safety/security) shall be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.			
	ALL DRILLS: By no later than September 15, the chief administrator of a school shall provide a list of the scheduled drill days for all of their school buildings to the county emergency management coordinator.	Annually (September 15)	Local Emergency Management Programs	
	ALL DRILLS: Within 30 school days, the school is to post documentation of a completed school safety drill on its school website. The documentation must include at least the name of the school, the school year of the drill, the date and time of the drill, the type of drill completed, the number of completed drills for that school year for each type of drill required under the Code, the signature of the school principal (or a designee) acknowledging completion of the drill, and the name of the individual in charge of conducting the drill (if different from the school principal). The documentation must remain on the website for at least three years.	30 days after a drill	School Drill Documentation Form	
			School Drill Observation Form	
	FIRE: Three of the fire drills must be held before December 1, and the two remaining fire drills must be held during the remaining part of the school year with a reasonable spacing interval between each drill.	Five (three by Dec. 1, two after Dec. 1)		
	SAFETY/SECURITY: Three school safety/security drills (e.g., lockdown, shelter in place, etc.) with at least one to be conducted by December 1 and one after January 1, with a reasonable spacing interval between each drill. * One drill shall include security measures that are appropriate to an emergency such as the release of a hazardous material. * One drill shall include security measures of a potentially dangerous individual on or near the school premises. * Seek input from the administration of the school and local public safety on the nature of the drill.	Three (one by Dec. 1, one after Jan. 1)		
TORNADO: Two tornado drills with at least one of the tornado safety drills to be conducted in March.	Two (one in March)	A Guide to Developing a Tornado Emergency Plan for Schools		
		Tornado Preparedness Tips for School Administrators		
		Best Available Refuge Area Checklist		
Suicide Prevention	Students in grades 6-12 who are provided identification cards for school must have a suicide prevention hotline telephone number on the back of the identification card.	Annually	Michigan Suicide Prevention Coalitions and Crisis Lines National Suicide Prevention Lifeline	MCL 380.1893
OK2SAY Emergency Contact	Every public and nonpublic school shall register at least one school official's emergency contact information biannually with the Michigan State Police (MSP) - OK2SAY Student Safety Program. <i>Recommended to update prior to the start of the school year, at the end of the school year, and if changes in personnel reflect new responsibilities.</i>	Biannually	Register School Contacts	MCL 752.913

Category			Resources	Law
Emergency Operations Plans	Every school district shall conduct a review of the Emergency Operations Plans (EOPs) including a review of the vulnerability assessment. This includes any building, recreational/athletic structure, or fields intended to be used by students. EOPs must be approved by the school board and shall be reviewed in conjunction with local law enforcement at least once every two years. No later than 30 days after adopting or reviewing the EOP, the school shall supply notice of the completed plan to the Michigan Department of Education. The review must occur before January 1, 2022.	Biennially <i>(next due 1/1/22)</i>	To request a copy of MSP's All-Hazards EOP Guidance for Schools (2014), email: MSP-SchoolSafety@michigan.gov	MCL 380.1308b
		30 days after adopting or reviewing the EOP	MDE - Providing Notice of Emergency Operations Plans Completion or Review Michigan Electronic Grants System Plus (MEGS+)	
			Guide for Developing High-Quality School Emergency Operations Plans The Role of Districts in Developing High Quality School Emergency Operations Plans Cybersecurity & Infrastructure Security Agency (CISA) K-12 School Security Guide CISA K-12 School Security Survey Tool SITE ASSESS: A Mobile Application Security Survey Tool for K-12 Schools U.S. Department of Education School Climate Surveys	
	Review and evaluate the school's cardiac emergency response plan. If the school includes grades 9 to 12, include a training plan for the use of an automated external defibrillator and cardiopulmonary resuscitation techniques. Incorporate and integrate the school's cardiac emergency response plan with the school's EOP.	Annually	Michigan HeartSafe Emergency Response Plan and Drills Michigan Heart Safe School - Cardiac Emergency Response Plan	MCL 29.19
School Safety Liaison	Every board of a school district or intermediate school district, public school academy, and nonpublic school must designate a school safety liaison to work with the School Safety Commission and the MSP Office of School Safety.	Once <i>(update as needed)</i>	School Safety Liaison	MCL 380.1308a
Incident Report	A school district, intermediate school district, or public school academy shall submit a report to the MSP on crime or attempted crime occurring on the school premise, school-related vehicles, or at a school-sponsored activity. The crime would include physical violence, gang-related activity, illegal possession of a controlled substance or controlled substance analogue or other intoxicant, trespassing, and property crimes including, but not limited to, theft and vandalism. For a property crime, the report shall include an estimate of the cost to the district resulting from the property crime. The report must be made to the MSP within 24 hours of the incident's occurrence.	Within 24 hours after the incident occurs, or within 24 hours of school personnel being made aware that an incident had occurred.	Incident Report	MCL 380.1241
Weekly Crime Log - Post Incidents on the School Website Yearly	Each school building shall keep a weekly crime log involving incidents of physical violence, gang-related activity, illegal possession of a controlled substance or controlled substance analogue or other intoxicant, trespassing, and property crimes including theft and vandalism. For a property crime, the report shall include an estimate of the costs to the school district resulting from the property crime. At least annually, the school board shall post incidents of crime on the school's website.	Weekly AND Annually <i>(complete list posted on website)</i>	Weekly Incident Reporting Tool Michigan Student Data System Disciplinary Data Collection	MCL 380.1310a

School Drill Documentation Form

Type of Drill	Number/Schedule
Fire	Five -- Three drills must be completed by December 1
Tornado	Two -- One drill must be completed in March
Safety/Security	Three -- One drill must be completed prior to December 1 and one after January 1 <ul style="list-style-type: none">One drill shall include security measures that are appropriate to an emergency such as the release of a hazardous material.One drill shall include security measures of a potentially dangerous individual on or near the school premises.Seek input from the administration of the school and local public safety on the nature of the drill.

Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.

School: _____

Principal: _____

Date of drill: _____ Number of students: _____ Number of staff: _____

Time initiated: _____ (a.m./p.m.) Time concluded: _____ (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
<input type="checkbox"/> Before school	<input type="checkbox"/> During class time	<input type="checkbox"/> Passing time	<input type="checkbox"/> Recess
<input type="checkbox"/> Lunch time	<input type="checkbox"/> Assembly	<input type="checkbox"/> After school	<input type="checkbox"/> Other:

Remarks: _____

This report is for:
(circle number next to applicable drill)

Fire drill number **1 2 3 4 5** for the 2021/2022 school year

Tornado drill number **1 2** for the 2021/2022 school year

Safety/Security drill number **1 2 3** for the 2021/2022 school year

Name of person conducting drill: _____

Title of person conducting drill: _____

Signature or person conducting drill: _____ Date: _____

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

Agency: _____ Name: _____ Title: _____

*Must post on the school's website within 30 days after completing the drill.
The form must be maintained on the school website for at least three years.*

***20__-20__ RECORD OF DRILLS HELD AT
_____ ACADEMY**

FIRE DRILLS

Date/Time	Evacuation Time	Conducted By	Principal or Designee Signature
*1			
*2			
*3			
4			
5			

*3 drills must occur before Dec. 1 with a reasonable interval between each drill.

TORNADO DRILLS

Date/Time	Time to Shelter	Conducted By	Principal or Designee Signature
1			
2			

At least one tornado drill needs to take place in March.

LOCK DOWN/SHELTER IN PLACE DRILLS

Drill #1 – At least 1 drill by Dec. 1 and one after Jan. 1.

Date	Time Drill Held	Time to Shelter	Conducted By (name, title)	Signature of person conducting drill

Drill Type: Standard Class Change Recess Other Events

Drill was coordinated with (2 required):

Name and Title: _____

Name and Title: _____

Drill #2

Date	Time Drill Held	Time to Shelter	Conducted By (name, title)	Signature of person conducting drill

Drill Type: Standard Class Change Recess Other Events

Drill was coordinated with (2 required):

Name and Title: _____

20__ - __ **RECORD OF DRILLS HELD AT**
_____ **ACADEMY**

Drill #3

Date	Time Drill Held	Time to Shelter	Conducted By (name, title)	Signature of person conducting drill

Drill Type: Standard Class Change Recess Other Events

Drill was coordinated with (2 required):

Name and Title: _____

Name and Title: _____

Name and Title: _____

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