MICHIGAN STATE POLICE
Grants and Community Services Division
Office of School Safety

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 incharge 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. *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.*	**Biannually**	Register School Contacts	MCL 752.913

MICHIGAN STATE POLICE
Grants and Community Services Divsion
Office of School Safety

		Frequency/Deadline		
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** (*next due **1/1/22***)	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** (*update as needed*)	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** (complete list posted on website)	Weekly Incident Reporting Tool Michigan Student Data System Disciplinary Data Collection	MCL 380.1310a