

## College/Dormitory Fire Safety Drill Requirement

Michigan Department of Licensing & Regulatory Affairs  
 Bureau of Fire Services, PO Box 30700, Lansing MI 48909  
 Phone: (517) 241-8847 Email: [LARA-postsecondary@Michigan.gov](mailto:LARA-postsecondary@Michigan.gov)

### SECTION A: SUBMITTER INFORMATION

Representative Name (Last, First)		Representative e-mail Address	
Alternative Representative Name (Last, First)		Alternate Representative e-mail Address	
Facility Name		County	
Facility Address (Street and Number)		Phone Number (Include area code)	
City	State	Zip Code	Fax # (with area code)

### SECTION B: CERTIFICATION OF COMPLIANCE

Pursuant to PA 207 of 1941, Section 29.19a (5). Beginning in 2016, on or before January 10 of each year, a postsecondary educational institution shall submit to the bureau on a form prescribed by the bureau, a statement certifying that the institution complied with all the requirements of this section and this act in the preceding calendar year.

I, \_\_\_\_\_ hereby certify that

Name and Title Institution Name

has compiled with all the fire drills and instructional staff training pursuant to Section 29. 19 a of PA 207 of 1941, as amended, for the calendar year of \_\_\_\_\_

### SECTION C: INSTRUCTIONAL STAFF TRAINING

Start Date for Academic Year <small style="text-align: center;">Month/Date/Year</small>	Instructional Staff Trained Prior to Academic Year	YES	NO
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### SECTION D: DORMITORY FIRE DRILL RECORDS

Pursuant to PA 481 of 2014, which amends PA 207 of 1941, MCL 29.19a Section 19a(2)(3): A postsecondary educational institution shall hold at least one of the fire drills described in subsection (2)(a) or (b) while school is in session and between sunset and sunrise.

Name of Dormitory		Dormitory Address <small>(street address, city, and zip)</small>	
Spring Semester Fire Drill <small>(One fire drill in the spring semester)</small>	Was the dormitory occupied?	Fire Drill Date	Time of Fire Drill
Summer Semester Fire Drill <small>(One fire drill in the summer semester, if the dormitory is occupied by students during that semester)</small>	Was the dormitory occupied?	Fire Drill Date	Time of Fire Drill
Fall Semester Fire Drill <small>(One fire drill in the fall semester, held within 21 days after the start of classes in that semester)</small>	Was the dormitory occupied?	Fire Drill Date	Time of Fire Drill

Name of Dormitory		Dormitory Address <small>(street address, city, and zip)</small>	
Spring Semester Fire Drill <small>(One fire drill in the spring semester)</small>	Was the dormitory occupied?	Fire Drill Date	Time of Fire Drill
Summer Semester Fire Drill <small>(One fire drill in the summer semester, if the dormitory is occupied by students during that semester)</small>	Was the dormitory occupied?	Fire Drill Date	Time of Fire Drill
Fall Semester Fire Drill <small>(One fire drill in the fall semester, held within 21 days after the start of classes in that semester)</small>	Was the dormitory occupied?	Fire Drill Date	Time of Fire Drill

Name of Dormitory		Dormitory Address (street address, city, and zip)	
Spring Semester Fire Drill (One fire drill in the spring semester)	Was the dormitory occupied?	Fire Drill Date	Time of Fire Drill
Summer Semester Fire Drill (One fire drill in the summer semester, if the dormitory is occupied by students during that semester)	Was the dormitory occupied?	Fire Drill Date	Time of Fire Drill
Fall Semester Fire Drill (One fire drill in the fall semester, held within 21 days after the start of classes in that semester)	Was the dormitory occupied?	Fire Drill Date	Time of Fire Drill

Name of Dormitory		Dormitory Address (street address, city, and zip)	
Spring Semester Fire Drill (One fire drill in the spring semester)	Was the dormitory occupied?	Fire Drill Date	Time of Fire Drill
Summer Semester Fire Drill (One fire drill in the summer semester, if the dormitory is occupied by students during that semester)	Was the dormitory occupied?	Fire Drill Date	Time of Fire Drill
Fall Semester Fire Drill (One fire drill in the fall semester, held within 21 days after the start of classes in that semester)	Was the dormitory occupied?	Fire Drill Date	Time of Fire Drill

Name of Dormitory		Dormitory Address (street address, city, and zip)	
Spring Semester Fire Drill (One fire drill in the spring semester)	Was the dormitory occupied?	Fire Drill Date	Time of Fire Drill
Summer Semester Fire Drill (One fire drill in the summer semester, if the dormitory is occupied by students during that semester)	Was the dormitory occupied?	Fire Drill Date	Time of Fire Drill
Fall Semester Fire Drill (One fire drill in the fall semester, held within 21 days after the start of classes in that semester)	Was the dormitory occupied?	Fire Drill Date	Time of Fire Drill

Name of Dormitory		Dormitory Address (street address, city, and zip)	
Spring Semester Fire Drill (One fire drill in the spring semester)	Was the dormitory occupied?	Fire Drill Date	Time of Fire Drill
Summer Semester Fire Drill (One fire drill in the summer semester, if the dormitory is occupied by students during that semester)	Was the dormitory occupied?	Fire Drill Date	Time of Fire Drill
Fall Semester Fire Drill (One fire drill in the fall semester, held within 21 days after the start of classes in that semester)	Was the dormitory occupied?	Fire Drill Date	Time of Fire Drill

## INSTRUCTIONS

Pursuant to [PA 481 of 2014, which amends PA 207 of 1941, MCL 29.19a, Section 19a](#) (1-5)

- (1) A postsecondary educational institution shall ensure that all instructional staff are trained in fire drill procedures before the beginning of each academic year.
- (2) A postsecondary educational institution shall ensure unrestricted emergency egress from each postsecondary educational institution dormitory while students occupy the building and shall ensure that each postsecondary educational institution dormitory holds all of the following fire drills each year and keeps a record of those drills:
  - (a) One fire drill in the fall semester, held within 21 days after the start of classes in that semester.
  - (b) One fire drill in the spring semester.
  - (c) One fire drill in the summer semester, if the dormitory is occupied by students during that semester.
- (3) A postsecondary educational institution shall hold at least 1 of the fire drills described in subsection (2)(a) or (b) while school is in session and between sunset and sunrise.
- (4) A postsecondary educational institution shall prepare a record of each drill described in this section, on a form prescribed by the bureau. The institution shall retain these records and a record of all emergency procedures training completed by its staff and make those records available to the bureau on request.
- (5) Beginning in 2016, on or before January 10 of each year, a postsecondary educational institution shall submit to the bureau, on a form prescribed by the bureau, a statement certifying that the institution complied with all of the requirements of this section and this act in the preceding calendar year.

### Definitions:

- (a) "Fall semester" means the semester in which the majority of scheduled classes are between September 1 and December 31.
- (b) "Postsecondary educational institution" means a degree- or certificate-granting public or private college or university, junior college, or community college that is located in this state. The term includes the governing body of the postsecondary educational institution.
- (c) "Postsecondary educational institution dormitory" means a building that is located on the campus of a postsecondary educational institution; is owned, leased, or managed by, or under the direct control of, the postsecondary educational institution; is used to provide housing for more than 16 individuals who are not members of the same family; and does not provide individual cooking facilities for its residents, whether or not meals are provided to any of those residents.
- (d) "Spring semester" means the semester in which the majority of scheduled classes are between January 1 and May 31.
- (e) "Summer semester" means the semester in which the majority of scheduled classes are between June 1 and August 31.

### SECTION A - SUBMITTER INFORMATION

1. Representative Name - List the name of the representative for the postsecondary educational institution.
2. Representative Email Address - List a valid email address for the name of the representative for the postsecondary educational institution.
3. Alternate Representative Name - List the name of the alternate representative for the postsecondary educational institution.
4. Alternate Representative Email Address - List a valid email address for the name of the alternate representative for the postsecondary educational institution.
5. Facility Name - List the name of the postsecondary educational institution who is reporting the drill and training requirements.
6. County - List the county in which the postsecondary educational institution resides.
7. Facility Address - List the facility address which would include the street address, city, state and zip code of the postsecondary educational institution that is reporting the drill and training requirements.
8. Phone Number - List the phone number of the postsecondary educational institution who is reporting the drill and training requirements.
9. Fax Number - List the facsimile (fax) number of the postsecondary educational institution who is reporting the drill and training requirements.

### SECTION B - CERTIFICATION OF COMPLIANCE

1. Name and Title - List the name and title of the person who is certifying the institution is compliant with the Act.
2. Institution Name - Provide the name of the postsecondary institution.
3. Calendar Year - Please list the calendar year noting the compliance of the postsecondary institution's fire drills and training.

### SECTION C - INSTRUCTIONAL STAFF TRAINING

1. Start Date for Academic Year - List the start date in which the postsecondary educational institution academic year would begin.
4. Instructional Staff Trained Prior to Academic Year - Select yes or no to indicate if all instructional staff are trained prior to the start date of the academic year.

### SECTION D- DORMITORY FIRE DRILL RECORDS

1. Name of Dormitory - List the name of the dormitory, housing unit, building name.
2. Dormitory Address - List the address of the dormitory, include the street address, city, state and zip code.
3. Fall Semester Fire Drill, Spring Semester Fire Drill, or Summer Semester Fire Drill - select if drill was performed
4. Fire Drill Date - Select the date the fire drill was performed.
5. Time of Fire Drill- enter the time in which the fire drill was performed, include AM or PM designation.
6. If you have more dormitories than what the form will allow for submission, please attach additional pages as needed.

You may submit the form electronically to: [LARA-postsecondary@michigan.gov](mailto:LARA-postsecondary@michigan.gov). You may reference the Bureau's frequently asked questions should you have questions or you may call the Bureau of Fire Services at 517-241-8847.