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Frequently Asked Questions Postsecondary Fire Safety Drill Requirements

- 1. Question: The act states that beginning in 2016, on or before January 10 of each year the postsecondary educational institutes must submit a statement of compliance. Since reporting is based on subsequent year activities - drills and training - does this mean that the drills and training of instructional staff will need to be accomplished prior to the start of this academic year?**

Answer: Yes, as defined in the [Fire Prevention Code, PA 207 of 1941, as amended, MCL 29.19a, Section 19a\(5\)](#):

(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.

- 2. Question: The act states that all instructional staff is to be trained in fire drill procedures before the beginning of each academic year. I interpret this as meaning annual training of all instructional staff, not just new hires, correct? Also, can the training be based on our emergency response procedure protocols for fires or is there going to be training components mandated by BFS?**

Answer: Yes, all instructional staff is required to be trained, not just new hires. Yes, the annual training can be based on your emergency response procedure protocols for fires. The [State Fire Marshal Bulletin 14](#) is a guideline for the annual training component for the postsecondary educational institutions instructional staff. The basic annual training should include ensuring evacuation during drills or real emergencies, identification of primary and secondary egress routes.

- 3. Question: Is it the responsibility of the institution to document and maintain the records for who participated in a training; whether a direct delivery or online session or the record of who was provided materials (i.e. a copy of the institution's fire drill procedures)?**

Answer: The Bureau will not mandate the actual mode of delivery for the training. The mode of delivery for training should be determined by each postsecondary educational institution based on their specific needs. All documentation and maintenance of records are the responsibility of the institution and make records available to BFS on request. The BFS requires a statement certifying that the institution is statutorily compliant. The training is performed according to institutional requirements.

As defined in the Fire Prevention Code, PA 207 of 1941, as amended, [MCL 29.19a, Section 19a \(4, 5\)](#):

*(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.***

4. **Question: If the fire drills are only required for dormitory buildings, why do all instructional staff need to be trained?**

Answer: Campus buildings other than dormitories often have constantly changing occupants. While this makes conducting drills difficult, it doesn't diminish the danger from fire for those buildings. Instructional staff in all buildings is critical to ensure fire safety standards and practices are being met. Instructional staff should be familiar with building layouts and exits and can provide meaningful assistance to occupants in the event of a drill or actual fire.

5. **Question: Do fire drill requirements apply only to the residential halls (dormitories) and not university apartments or administrative and classroom buildings?**

Answer: Yes. The Fire Prevention Code, PA 207 of 1941, as amended, [MCL 29.19a](#); Section 19a (2) requires that drills be conducted in all postsecondary educational institution dormitory in accordance with the requirements of the section.

As defined in the Fire Prevention Code, PA 207 of 1941, as amended, [MCL 29.19a](#); Section 19a (8)(c);

(8) As used in this section:

(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.

6. **Question: When is the postsecondary educational institution supposed to perform the fire drills?**

Answer: According to the Fire Prevention Code, PA 207 of 1941, as amended, [MCL 29.19a](#); Section 19a (2)(a-c) and (3):

(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.

7. **Question: How do I report my information to the Bureau?**

Answer: According to the Fire Prevention Code, PA 207 of 1941, as amended, [MCL 29.19a](#); Section 19a(5), a postsecondary educational institution shall submit to the bureau, on a form prescribed by the bureau the drill record, instructional staff training record and the statement certifying that the institution has complied with all the

requirements on the [Postsecondary Fire Safety Drill – Training Requirements form, BFS-48](#) and emailed to postsecondary@michigan.gov.

8. Question: I failed to complete the required documentation, what will happen?

Answer: According to the Fire Prevention Code, PA 207 of 1941, as amended, [MCL 29.19a](#); Section 19a(6)(a-b):

(6) In addition to any other applicable penalties or remedies under this act, all of the following apply if a postsecondary educational institution violates this section:

(a) The institution is responsible for a civil fine of \$500.00 for a first violation of this section and a civil fine of \$1,000.00 for a second or subsequent violation. A civil fine collected under this subsection shall be paid to the general fund and credited to the bureau for the enforcement of this act.

(b) For a second or subsequent violation of this section, the bureau may require a mandatory inspection of the institution's facilities and the preparation of a plan of action report by the bureau or its designee. The institution is responsible for payment of the bureau's costs associated with an inspection and plan of action report, or \$1,000.00, whichever is less.

9. Question: How do I report a change in contact information for the postsecondary educational institute?

Answer: You may email contact information that has changed to the following email address: postsecondary@michigan.gov.