

The following information is not to be considered a comprehensive review of school safety requirements or statutes, but rather as a resource for school and district administrators to establish or review policies and procedures as needed. Please follow links provided below for full text and/or further information.

Incident Reporting

[2018 Public Act \(PA\) 551](#) requires school districts, intermediate school districts, and public school academies to report certain incidents to the Michigan State Police (MSP) within 24 hours of occurring. Information provided through the [online incident reporting system](#) is for statistical tracking only and does **NOT** notify first responders in the event of an emergency. Schools and districts are to follow their own policy to report emergency situations, crimes, or other incidents prior to submitting a report under this act.

For the statutes in this section, “*At school* means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises” ([MCL 380.1310\(3\)\(a\)](#)).

[MCL 380.1308a](#) (2018 PA 551)

(1) A school district, intermediate school district, or public school academy shall provide a report to the department of state police, in a [form](#) and manner prescribed by the department of state police, on both of the following types of incidents regarding a school operated by the school district, intermediate school district, or public school academy within 24 hours after the incident occurs:

- (a) An incident involving a crime that would be required to be reported under section [1310a\(2\)](#).
- (b) An incident, if known to the school, involving the attempted commission of a crime that would be required to be reported under section [1310a\(2\)](#).

Incidents include, but are not limited to, the commission, or attempted commission, of the following:

- Physical assault or other crime involving physical violence;
- Criminal sexual conduct;
- Illegal possession of controlled substances or alcohol;
- Trespassing;
- Vandalism;
- Arson;
- Larceny (theft);
- Armed robbery;
- Unarmed robbery;
- Extortion;
- Gang-related activity; or
- Other crimes.

It is imperative that school officials understand that information provided to the MSP through the [online incident reporting system](#) is for statistical purposes and does **NOT** notify first responders in the event of an emergency nor does it replace or circumvent the need to report an incident directly to a law enforcement agency having jurisdiction where the incident occurred. Schools and districts should follow their own policy to report emergency situations, crimes, or other incidents prior to submitting a report under this statute. Questions regarding specific incident types or the development and implementation of policies for reporting under this new statute should be directed to the school or district’s legal counsel.

Emergency Operations Plans & Statewide School Safety Information Policies

Emergency Operations Plans - [MCL 380.1308b](#) (2018 PA 436)

This act amended the Revised School Code to require public school districts, intermediate school districts, and public school academies (hereafter collectively referred to as *district(s)*) to establish an emergency operations plan (EOP) for each school building operated by a district. The districts must develop EOPs in consultation with at least one law enforcement agency having jurisdiction over the district and with public input. The board of the district, or board of directors of the PSA, shall adopt the EOP with a majority vote of its board members. The act sets forth several requirements for the EOP, for example, procedures dealing with threats, fire, weather emergencies, training for teachers on mental health issues, improving building security, and post-incident plans.

Statewide School Safety Information Policies - [MCL 380.1308](#)

Alternatively, districts that have implemented a Statewide School Safety Information Policy may review their implementation of that policy, making certain that it also addresses all of the requirements of an EOP (as identified in MCL 380.1308b). The Statewide School Safety Information Policy was established prior to the introduction of EOPs and is intended to require districts, police agencies, and prosecutors to follow standard procedures relating to responding to incidents, and reporting and investigating crime. For reporting purposes, the Statewide School Safety Information Policy is regarded as an EOP.

Required Notification

No later than 30 days after adopting or reviewing the EOP, the district shall provide notice of the completed plan to the Michigan Department of Education (MDE) using the Michigan Electronic Grant System Plus (MEGS+). With MEGS+ reporting is made via an application titled, *Emergency Operations Plan – PA 436 of 2018*. Annually, MDE is required to report to the Michigan State Police (MSP) Office of School Safety the districts that have failed to comply with the act. The Office of School Safety is required to “coordinate” with local law enforcement to “notify” those districts of their noncompliance.

Resources

EOP

To request a copy of MSP’s *All-Hazards Emergency Operations Planning Guidance for Schools* (2014), email MSP-SchoolSafety@michigan.gov.

Supplemental EOP Information

[Guide for Developing High-Quality School Emergency Operations Plans \(The School Guide\)](#) (U.S. Department of Education (DOE), Department of Homeland Security (DHS), and Department of Justice (DOJ))

[The Role of Districts in Developing High-Quality School Emergency Operations Plans: A Companion to the School Guide](#) (DOE, DHS, DOJ)

Vulnerability Assessment

[K-12 School Security - A Guide for Preventing and Protecting Against Gun Violence](#) (DHS)

[K-12 School Security Survey](#) (Note: The K-12 School Security Survey is a stand-alone product and does not feed into any DHS data repository. None of the information entered into the survey is collected by DHS. It is intended to be used as a guide and completed at your own pace.)

OK2SAY Hotline Emergency Contact

[2018 PA 670](#) requires every public and nonpublic school to provide the MSP at least one school official's emergency contact information biannually. The emergency contact information is kept confidential and accessed only if there is an after-hours emergency involving imminent danger to the safety or well-being of a student. Emergency contacts **must** be registered [here](#) on the OK2SAY website.

The goal of [OK2SAY](#) is to stop harmful behavior before it occurs by encouraging anyone to report threatening behavior to caring adult authorities who can help. OK2SAY encourages Michigan residents to confidentially submit tips 24/7 using the OK2SAY mobile app, online, email, texting, or by calling trained program technicians. Upon receipt of a tip, specially trained OK2SAY technicians address the immediate need and forward the information to the appropriate responding law enforcement agency or organization. Tips go to schools, local law enforcement agencies, community mental health agencies, or the Michigan Department of Health and Human Services.

[MCL 752.913](#) (2018 PA 670)

(8) At least biannually, the governing body of a school shall provide to the [MSP] current emergency contact information for at least one school official to ensure that a school official is able to receive information under subsection (4) at all times. If a governing body provides contact information for more than one school official, the governing body shall specify the days and times that each school official is available to receive information under subsection (4).

Please note: Schools provide the emergency contact information via the [Register School Contacts](#) icon on the lower portion of the [OK2SAY website homepage](#).

District Liaison for School Safety

[2018 PA 549](#) requires public and nonpublic school districts to designate a liaison to serve as a representative when involvement with the school safety commission is necessary. **Districts should submit contact information for the designated liaison [here](#).** Please note, this is **not** the contact information that will be used for after-hours emergency incidents through OK2SAY.

[MCL 380.1241](#) (2018 PA 549)

(1) The board of a school district or intermediate school district, the board of directors of a public school academy, or the governing body of a nonpublic school shall designate a liaison to work with the school safety commission created under section 5 of the comprehensive school safety plan act and the [Office of School Safety](#) created by law. A liaison designated under this section shall be an individual who is employed by the school district, intermediate school district, public school academy, or nonpublic school or who is assigned to regularly and continuously work under contract in a school operated by the school district, intermediate school district, public school academy, or nonpublic school.

Emergency Drills

[2014 PA 12](#) requires that not later than September 15 of each school year, the chief administrator of a school that operates any of grades kindergarten to 12, or his or her designee, shall provide a list of the scheduled drill days for the school buildings operated by the school, school district, intermediate school district, or public school academy to the county emergency management coordinator appointed under section 9 of the Emergency Management Act, 1976 PA 390, [MCL 30.409](#). The governing body of the school shall ensure that documentation of a completed school safety drill is posted on its website within 30 school days after the drill is completed.

[MCL 29.19](#) This section of the Fire Prevention Code provides critical information regarding fire drills in schools; tornado safety drills; security measures; and documentation of completed school safety drills.

Construction or Renovation of School Buildings

[MCL 380.1264 \(2018 PA 437\)](#)

A school district, intermediate school district, or public school academy shall not commence the construction of a new school building or the major renovation of an existing school building unless the school district, intermediate school district, or public school academy consults on the plans for the construction or major renovation regarding school safety issues with the *law enforcement agency that is or will be the first responder for that school building*.

School Safety Recommendations

Interior rooms – Schools must have measures in place to keep students and staff safe from those trying to get inside with the intent of conducting violent acts. Interior rooms in schools need to have minimum safety requirements which should be a part of the school emergency operations planning, training, and exercising. All schools should implement minimum security requirements for interior rooms. These include, but are not limited to (not in order of importance):

- A designated area that is out of view of any intruder from the room door/inside windows during an active violence or threatening situation.
 - A visual indicator consistent between buildings of where the area is located should be used.
- Solid core, outward opening doors with commercial-grade door locks able to lock from inside of classroom without the use of a key (if anti-intrusion/barricade devices are used, they shall comply with building and life safety codes).
- Ability to secure the door from the inside of the class without going into the hallway.
- Physical protection on windows to prevent intrusion/breakthrough (grating, wire, film, etc.).
- A way to deploy a covering to obscure observation from the exterior (blinds, shades, etc.).
- Access to two-way public address system.
- Access to phones (hard line preferable).
- Labeling on exterior windows with the room name/number that matches the interior door name/number to the room.
 - Numbers should be a minimum of eight inches in height and contrast in color from the background (reflective is preferred).

Exterior – Physical security at schools and changes that promote efficient and effective response by emergency responders is essential. It is essential that entrances to school buildings are secured during school hours as well as on weekends and evenings during school functions. All schools should implement minimum exterior security requirements. These include but are not limited to (not in order of importance):

- Single point of entry during operational hours including weekends and special events.
 - A safe vestibule style of entry in place at the main entrance.
- Signage should be in place designating visitor entrances.
 - External doors should be numbered on both sides of the doors beginning at the main entrance and moving in a clockwise direction around the building.
 - Numbers should be located on or near the top of the door; visible to emergency responders; a minimum of eight inches in height, contrasting in color from the background of the door (reflective is preferred).
- Impact rated vehicle barriers at all entrances and at all areas of mass gathering before and after school (bus loading and unloading zones).

MICHIGAN STATE POLICE

Office of School Safety

Expanded School Safety Summary List

- Lighting – clear and overlapping patterns of light coverage on all entrances, pedestrian walkways, and parking areas.
- Locking doors for all exterior entrances with high security mechanical or electronic locks.
- Landscaping to minimize areas of concealment in and around facilities that is consistent with Crime Prevention Through Environmental Design (CPTED).
- Establish a clear zone around barriers and fences and restrict landscaping from obstructing views from the building.
- Designation of student, employee, and visitor parking areas and ensure there is appropriate signage.
- All receptacles/containers should be placed a minimum of 25-feet from school entrances.
- Any new buildings or construction should use materials that have inherent durability (e.g. cast in place reinforced concrete and steel construction).
- All external, openable windows should be able to be secured from the interior and locked.
- Generators, heating, ventilation, air conditioning units, air intakes, and utility connections should be secured, preferably behind fencing.
- All students, staff, and visitors should have visible identification while on the campus.
- Doors should have non-removable hinges and high security locks.
- Emergency exit doors should utilize an automatic door closer and exit hardware that are compliant with applicable life safety codes.
- Doors should be of heavy construction (e.g. metal and/or heavy glass).
- Roof access should be limited and secured.
- An intrusion detection system should be in place on external doors and windows.
- Mass notification speakers and visible alarm notification should be on the interior and exterior of the building so notifications can be heard from any location.

The [Office of School Safety](#) can be contacted via email at MSP-SchoolSafety@michigan.gov.