

# Postsecondary Educational Institution Fire Drill Reporting

(Pursuant to Public Act 481 of 2014)

**February 15, 2016**

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February 15, 2016

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## **INTRODUCTION**

Pursuant to the Fire Prevention Code, [Public Act \(PA\) 207 of 1941](#), PA 481 of 2014 added [MCL 29.19a, Section 19a](#) effective March 31, 2015, which changed the fire drill requirements for postsecondary educational institutions. Each postsecondary educational institution dormitory shall hold three (3) fire drills each year as required by MCL 29.19a(2). The drill requirements are as follows:

- One (1) fire drill in the fall semester within 21 days after the start of classes per MCL 29.19a(2)(a).
- One (1) fire drill in the spring semester per MCL 29.19a(2)(b).
- At least one (1) of the fall or spring drills shall be held when school is in session between sunset and sunrise per MCL 29.19a(3).
- One (1) fire drill in the summer semester if the dormitory is occupied by students during that semester per MCL 29.19a(2)(c).

No other postsecondary educational institution building is mandated to have fire drills.

## **DEFINITIONS:**

- Fall semester means the semester in which the majority of scheduled classes are between September 1 and December 31 per MCL 29.19a(8)(a).
- 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 per MCL 29.19a(8)(b).
- 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 per MCL 29.19a(8)(c).
- Spring semester means the semester in which the majority of scheduled classes are between January 1 and May 31 per MCL 29.19a(8)(d).
- Summer semester means the semester in which the majority of scheduled classes are between June 1 and August 31 per MCL 29.19a(8)(e).

## **INSTRUCTIONAL STAFF TRAINING**

Per [MCL 29.19a, Section 29.19a\(1\)](#) of PA 207 of 1941, the Fire Prevention Code, all instructional staff are required to be trained in fire drill procedures before the beginning of each academic year. This training would include staff in instructional and dormitory buildings regardless of the requirement for conducting drills in the building. The training

may be separate or part of the institution's training in their overall emergency response plans.

## **REPORTING REQUIREMENTS**

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 in the preceding calendar year. The College/Dormitory Fire Safety Drill Requirement Form (BFS-48) is available on the Bureau website at [www.michigan.gov/bfs](http://www.michigan.gov/bfs). The report shall include the following items:

- Submitter information
- Certification of compliance
- Instructional staff training information
- A record of each drill. Note: Other drill records, including a record of all emergency procedures training completed by staff, shall be retained and made available to BFS upon request per MCL 29.19a(4).

The Fire Prevention Code, PA 207 of 1941, [MCL 29.19a\(5\)](#) has specific penalties for violations of the section for conducting drills, conducting training, or submitting required reports. 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 per MCL 29.19a(6):

- 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.
- 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.

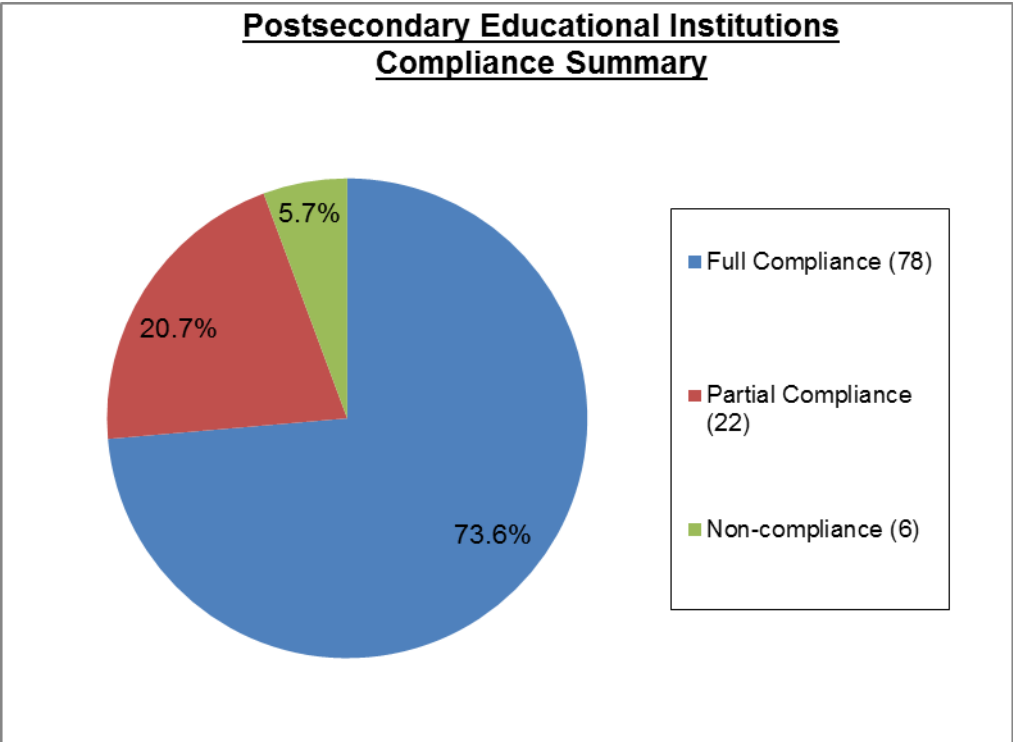
Beginning in 2016, on or before February 15 of each year, the Bureau shall submit a report to the Speaker of the House of Representatives, the Senate Majority Leader, the House and Senate Appropriations Committees, the House and Senate Appropriations Subcommittees on higher education and joint capital outlay, and the Department of Licensing and Regulatory Affairs that describes each violation of this section by a postsecondary educational institution in the preceding state fiscal year.

**SUMMARY**

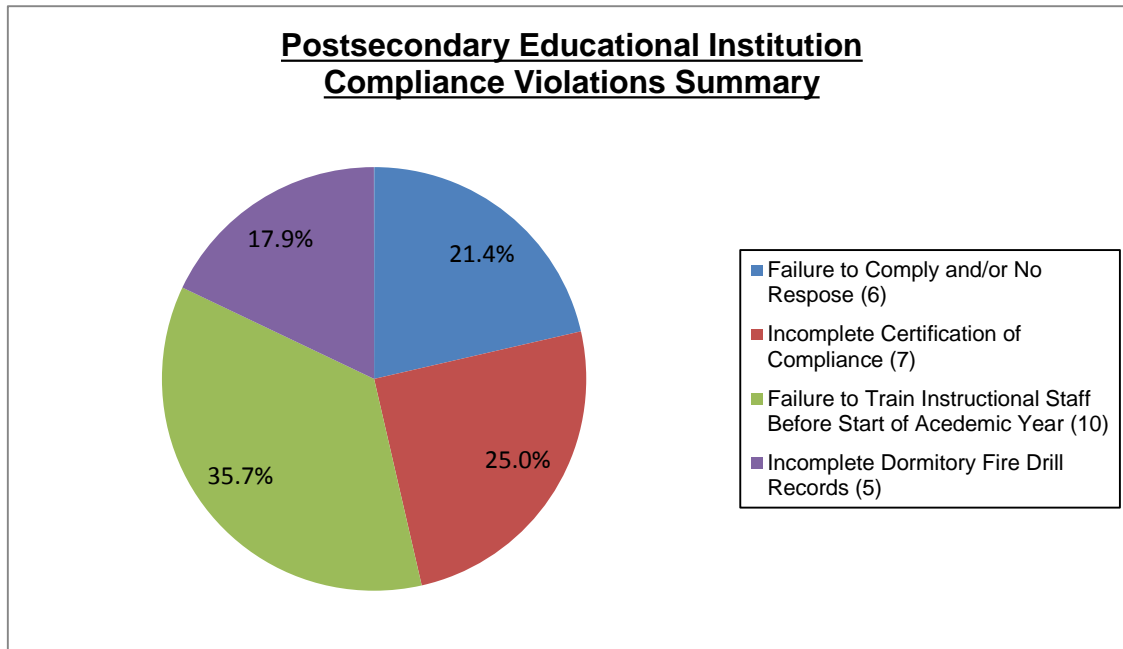
There was a great amount of work done by Bureau staff in 2015 to prepare and ensure that all postsecondary educational institutions were fully educated on the new reporting requirements of PA 481 of 2014, including:

- Establish and validate a comprehensive database that identified those postsecondary educational institutions that were required to comply with PA 481.
- Develop and distribute the necessary reporting forms, procedures and other helpful information (i.e. Frequently Asked Questions) to industry.
- Provide the necessary follow-up to those postsecondary educational institutions requiring additional support and guidance.
- Developed a comprehensive tracking mechanism to record compliance of the PA 481 postsecondary educational institution reporting requirements.

Considering the above outlined efforts that went into instituting the reporting requirements of PA 481, BFS is pleased with the overall results. Out of the total 106 identified postsecondary educational institutions that were required to comply with PA 481, there were only 6 institutions (5.7%) that failed to comply or submit the required form prescribed by the Bureau with their 2015 information. Additionally, there were 22 institutions (20.7%) that were not in compliance with various individual requirements of PA 481, but did however make the attempt. Overall, 78 institutions (73.6%) were in full compliance with the requirements of PA 481.



Issues with compliance include incomplete certificate of compliance, incomplete dormitory fire drill records, the required instructional staff training was not complete before the start of the academic year and no response from the postsecondary educational institution.



*Refer to the attachment on page 7 for a listing of schools that were found to be in partial compliance or did not comply with the requirements of PA 481.*

**RECOMMENDATION**

Because this was the first year since implementation of the new required drills, instruction and reporting, it is the recommendation of the Bureau to have BFS staff assist each of the above listed postsecondary institutions that were deficient in meeting the requirements of PA 481 to ensure future compliance and not pursue any civil fines from violations of the act stemming from the inaugural year. Assistance would include, but not limited to, site visits by Fire Marshal Inspectors to each of the below listed institutions to ensure a thorough understanding of the requirements of the Act. Any of the below listed postsecondary institutions found to be non-compliant during 2016 will be considered a second violation with the appropriate civil fine levied.

## **Attachment A**

The following postsecondary educational institutions were found to be non-compliant as they did not submit the required documentation or respond after repeated attempts to work with them:

- Alma College
- Grace Bible College
- Grace Lakes Christian College
- Sacred Heart Major Seminary
- University of Detroit Mercy
- Yeshiva Gedolah of Greater Detroit

The following postsecondary educational institutions were found to be partially compliant with the requirements of PA 481 however, did not meet the specified requirements listed below.

### **Incomplete certification of compliance:**

- Albion College
- Aquinas College
- College of Creative Studies
- Davenport University
- ITT Tech Institute
- Kuyper College
- Madonna University

### **Required instructional staff training not completed before the start of the academic year:**

- Albion College
- Calvin College
- Central Michigan University
- Davenport University
- ITT Tech Institute – Wyoming
- Eastern Michigan University - not all staff trained prior to academic year
- Gogebic Community College - staff training the same day as start of academic year
- Monroe Community College - staff trained after start of academic year
- Oakland Community College - staff trained after start of academic year
- Western Michigan University - staff trained after the start of Academic year

### **Incomplete dormitory fire drill records:**

- Aquinas College - Dorm occupation information not completed
- Albion College - Dorm occupation information not completed
- College for Creative Studies - Dorm occupation information not completed
- Kuyper College - Dorm occupation information not completed
- Rochester College - Dorm occupation information not completed