



Department of Licensing & Regulatory Affairs
Bureau of Fire Services

Fire Marshal Bulletin – 14

**Postsecondary Educational Institutions
Instructional Staff Training, Fire Drills & Reporting Requirements**

The lack of periodic fire drills in many of our postsecondary schools, dormitories and other public buildings has become a matter of serious concern to the Bureau of Fire Services (BFS) and other members of the fire service.

An individual's best protection during a fire is the ability to exit a burning building quickly. Therefore, it is vital an evacuation plan be in effect for all buildings, and that it be practiced during fire drills.

The evacuation plan should include the following:

- Directions to meet at a predesigned location away from the building to be free from danger and to have an account for students, teachers, employees, and faculty.
- The predesigned location should be clear of fire lanes and any other areas that may be traversed by the fire department and other emergency personnel.

The BFS recommends school officials and other owner representatives of the facilities work with their local fire officials in developing an evacuation plan and conducting fire drills. This will not only assure a swift evacuation but will greatly assist the fire department with building familiarity and faster access.

Fire Drills

Pursuant to the [Fire Prevention Code, PA 207 of 1941](#), Public Act 481 of 2014 added MCL 29.19a, Section 19a(2)(a-c) and (3), as amended, Effective March 31, 2015 changed the required fire drills for postsecondary educational institutions.

Each postsecondary educational institution dormitory shall hold three fire drills each year. No other postsecondary educational institution buildings are mandated to have fire drills. The drills shall be as follows:

- One (1) fire drill in the fall semester within 21 days after the start of classes.
- One (1) fire drill in the spring semester.

For additional information or questions contact the Bureau of Fire Services at 517-241-8847.

Please be advised as a recipient of State Fire Marshal Bulletins, you are to treat the contents as a news release in your name to the local news media or any other means of circulation.

- At least one (1) of the fall or spring drills shall be held when school is in session between sunset and sunrise (for example, between 9:00pm and 5:00am).
- One (1) fire drill in the summer semester if the dormitory is occupied by students during that semester.

Instructional Staff Training

Pursuant to the [Fire Prevention Code, PA 207 of 1941, Section 29.19a](#) requires all instructional staff is 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

A postsecondary educational institution shall prepare a record of each drill on a form prescribed by the BFS which is available at: www.michigan.gov/bfs.

- The drill records along with a record of all emergency procedures training completed by staff shall be retained and made available to the Bureau upon request.
- Beginning in 2016, on or before January 10 of each year, a postsecondary educational institution shall submit to the BFS, on a [form](#) prescribed by the Bureau, a statement certifying the institution complied with all of the requirements in the preceding calendar year. [Section 29.19a](#) has specific penalties for violations of the section for conducting drills, conducting training, or submitting required reports.

Definitions

- Fall semester means the semester in which the majority of scheduled classes are between September 1 and December 31.
- Postsecondary educational institution means a degree or certificate granting public or private college or university, junior college, or community college located in this state. The term includes the governing body of the postsecondary educational institution.
- 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.
- Spring semester means the semester in which the majority of scheduled classes are between January 1 and May 31.

For additional information or questions contact the Bureau of Fire Services at 517-241-8847.

Please be advised as a recipient of State Fire Marshal Bulletins, you are to treat the contents as a news release in your name to the local news media or any other means of circulation.

- Summer semester means the semester in which the majority of scheduled classes are between June 1 and August 31.

For questions you may reference our [frequently asked questions](#), email questions to lara-postsecondary@michigan.gov or call our office at 517-241-8847.

For additional information or questions contact the Bureau of Fire Services at 517-241-8847.
Please be advised as a recipient of State Fire Marshal Bulletins, you are to treat the contents as a news release in your name to the local news media or any other means of circulation.