Department of Education
Department of Michigan State Police iferaoi^
Department of Labor and Economic Growth

December 15, 2006

Dear Community Leader:

We are pleased to forward the enclosed School Lockdown/Shelter-in-Place Drill Policy. School safety is a priority in every local community and with each of our offices. In recent years, Michigan has made great strides in its effort to protect students and staff in our schools.

In 2006, Governor Jennifer Granholm signed into law two pieces of legislation: Act No. 187, Public Acts of 2006 (House Bill 4460), and Act No. 337, Public Acts of 2006 (Senate Bill 1108), both amending Act 207, PA 1941, the Fire Prevention Code. This legislation requires a minimum of 2 drills for each school year, in which occupants are restricted to the interior of the building and the building is secured. This must be conducted at all schools that operate any of the grades kindergarten to 12, with security measures that are appropriate to an emergency, such as the release of a hazardous material or the presence of an armed individual on or near the premises.

In developing this policy, we reached out to associations representing schools, law enforcement, fire service, emergency management and private security. Their experience and expertise has helped us create a policy that is basic, concise and easily incorporated into a current emergency response plan for school buildings.

This policy is not all-inclusive. We encourage every school administrator to work in coordination with emergency management and emergency responder representatives to build upon these guidelines to strengthen their ability to protect against any threat encountered, whether natural or man made.

Events around the country in recent months and years have raised the level of attention to issues surrounding the safety of our school buildings and the students and staff who occupy those buildings. Preparedness is the key to saving lives. We hope that this information will assist you in raising the level of your school safety initiatives.

Sincerely yours,

Michael P. Flanagan /
Superintendent of Public Instruction
Department of Education /

Col. Peter C. Munoz, Director
Michigan State Policy

Robert W. Swanson, Director
Department of Labor and Economic Growth

Michigan School Lockdown/ Shelter-in-Place Policy Packet

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Lockdown (Outside Threat) Suggested Actions Template

Shelter in Place Suggested Actions Template

Drill Documentation Form

Drill Suggestions and Guidelines

All documents may be downloaded in PDF and Word formats from the Emergency Management and Homeland Security Division web site at www.michigan.gov/emhsd.

Act No. 187
Public Acts of 2006
Approved by the Governor
June 16, 2006
Filed with the Secretary of State
June 19, 2006
EFFECTIVE DATE: June 19, 2006

STATEOFMICHIGAN

93RDLEGISLATURE

REGULARSESSIONOF2006

Introduced by Reps. Van Regenmorter, Kahn, Taub and Caswell

ENROLLED HOUSE BILL No. 4460

AN ACT to amend 1941 PA 207, entitled "An act to provide for the prevention of fires and the protection of persons and property from exposure to the dangers of fire or explosion; to authorize the investigation of fires and the discovery of crime or other offenses in relation thereto; to require the razing, repair, or alteration of buildings, and the clearing and improvement of premises which constitute a fire hazard or a menace to the peace, security, or safety of persons or property; to control the construction, use, and occupancy of those buildings and premises for fire safety purposes; to provide for the certification of fire inspectors and the delegation of certain powers to those certified fire inspectors; to provide for the regulation of the storage and transportation of hazardous material; to provide for the issuance of certificates; to prohibit the use of certain fire extinguishers and fire extinguishing agents; to provide immunity from liability for certain persons; to provide for the administration of this act and prescribe procedure for the enforcement of its provisions; to fix penalties for violation of this act; to provide for the promulgation of rules; to provide for the assessment of fees; and to repeal certain acts and parts of acts," by amending the title and section 19 (MCL 29.19), the title as amended by 1984 PA 314 and section 19 as amended by 1998 PA 45.

ThePeopleoftheStateofMichiganenact:

TITLE

An act to provide for the prevention of fires and the protection of persons and property from exposure to the dangers of fire or explosion; to authorize the investigation of fires and the discovery of crime or other offenses in relation thereto; to require the razing, repair, or alteration of buildings, and the clearing and improvement of premises which constitute a fire hazard or a menace to the peace, security, or safety of persons or property; to control the construction, use, and occupancy of buildings and premises in relation to safety, including fire safety; to provide for the certification of fire inspectors and the delegation of certain powers to those certified fire inspectors; to provide for the regulation of the storage and transportation of hazardous material; to provide for the issuance of certificates; to prohibit the use of certain fire extinguishers and fire extinguishing agents; to provide immunity from liability for certain persons; to provide for the administration of this act and prescribe procedure for the enforcement of its provisions; to fix penalties for violation of this act; to provide for the promulgation of rules; to provide for the assessment of fees; and to repeal acts and parts of acts.

Sec. 19. (1) The chief administrative officer and the teachers of all schools, including state supported schools, colleges, and universities and the owner, or owner's representative, of all school dormitories shall have a fire drill each month and ensure unrestricted emergency egress during school hours and when the school is open to the public. Each

teacher in a school, including a state supported school, college, or university and the owner or owner's representative of a dormitory shall comply with these requirements and keep a record of the drills.

(2) Except as provided in subsection (3), a minimum of 8 fire drills is required for each school year. If weather conditions do not permit fire drills to be held at least once a month, then at least 5 fire drills shall be held in the fall of each year and 3 fire drills shall be held during the remaining part of the school year.

(3) A minimum of 6 fire drills is required for each school year for a school that operates any of grades kindergarten to 12. Four of the fire drills shall be held in the fall and 2 shall be held during the remaining part of the school year.

(4) A minimum of 2 tornado safety drills is required for each school year at the schools and facilities described in subsection (1). These drills shall be conducted for the purpose of preventing fires and related hazards and injuries caused by severe weather.

(5) A minimum of 2 drills in which the occupants are restricted to the interior of the building and the building secured is required for each school year at a school that operates any of grades kindergarten to 12. A drill conducted under this subsection shall include security measures that are appropriate to an emergency such as the release of a hazardous material or the presence of an armed individual on or near the premises. The drill shall be conducted in coordination with the local emergency management coordinator appointed under section 9 of the emergency management act, 1976 PA 390, MCL 30.409, the county sheriff for the county or the chief of police or fire chief for the municipality where the school is located, or the designee of the sheriff, chief of police, or fire chief and consistently wit h applicable federal, state, and local emergency operations plans. The governing body of a school shall seek input from the administration of the school on the nature of the drills to be conducted under this subsection.

(6) The state fire marshal, a fire chief, or a firefighter in uniform acting under orders and directions of the fire chief may cause fire drills to be held in school houses, school dormitories, and other public buildings as the state fire marshal considers advisable. The state fire marshal may order the installation of other protective apparatus or equipment that conforms to recognized and approved modern practices.

(7) The department of state police emergency management division shall develop a model to be used by a school in conducting, and by a local emergency management coordinator, county sheriff, chief of police, fire chief, or designee of a sheriff, chief of police, or fire chief in coordinating, a drill under subsection (5).

This act is ordered to take immediate effect.

Clerk of the House of Representatives

Secretary of the Senate

Approved

Governor

Act No. 337
Public Acts of 2006
Approved by the Governor
August 15, 2006
Filed with the Secretary of State
August 15, 2006
EFFECTIVE DATE: August 15, 2006

STATEOFMICHIGAN

93RDLEGISLATURE

REGULARSESSIONOF2006

Introduced by Senator Gilbert

ENROLLED SENATE BILL No. 1108

AN ACT to amend 1941 PA 207, entitled "An act to provide for the prevention of fires and the protection of persons and property from exposure to the dangers of fire or explosion; to authorize the investigation of fires and the discovery of crime or other offenses in relation thereto; to require the razing, repair, or alteration of buildings, and the clearing and improvement of premises which constitute a fire hazard or a menace to the peace, security, or safety of persons or property; to control the construction, use, and occupancy of buildings and premises in relation to safety, including fire safety; to provide for the certification of fire inspectors and the delegation of certain powers to those certified fire inspectors; to provide for the regulation of the storage and transportation of hazardous material; to provide for the issuance of certificates; to prohibit the use of certain fire extinguishers and fire extinguishing agents; to provide immunity from liability for certain persons; to provide for the administration of this act and prescribe procedure for the enforcement of its provisions; to fix penalties for violation of this act; to provide for the promulgation of rules; to provide for the assessment of fees; and to repeal acts and parts of acts," by amending the title and section 19 (MCL 29.19), as amended by 2006 PA 187.

ThePeopleoftheStateofMichiganenact:

TITLE

An act to provide for the prevention of fires and the protection of persons and property from exposure to the dangers of fire or explosion; to authorize the investigation of fires and the discovery of crime or other offenses in relation thereto; to require the razing, repair, or alteration of buildings, and the clearing and improvement of premises which constitute a fire hazard or a menace to the peace, security, or safety of persons or property; to control the construction, use, and occupancy of buildings and premises in relation to safety, including fire safety; to provide for the certification of fire inspectors and the delegation of certain powers to those certified fire inspectors; to provide for the regulation of the storage and transportation of hazardous material; to provide for the issuance of certificates; to prohibit the use of certain fire extinguishers and fire extinguishing agents; to provide immunity from liability for certain persons; to provide for the administration and enforcement of this act; to prescribe penalties; to provide for the promulgation of rules; to provide for the assessment of fees; and to repeal acts and parts of acts.

Sec. 19. (1) The chief administrative officer and the teachers of all schools, including state supported schools, colleges, and universities and the owner, or owner's representative, of all school dormitories shall have a fire drill each month and ensure unrestricted emergency egress during school hours and when the school is open to the public. Each teacher in a school, including a state supported school, college, or university and the owner or owner's representative of a dormitory shall comply with these requirements and keep a record of the drills.

(2) Except as provided in subsection (3), a minimum of 8 fire drills is required for each school year. If weather conditions do not permit fire drills to be held at least once a month, then at least 5 fire drills shall be held in the fall of each year and 3 fire drills shall be held during the remaining part of the school year.

(3) A minimum of 6 fire drills is required for each school year for a school that operates any of grades kindergarten to 12. Four of the fire drills shall be held in the fall and 2 shall be held during the remaining part of the school year.

(4) A minimum of 2 tornado safety drills is required for each school year at the schools and facilities described in subsection (1). These drills shall be conducted for the purpose of preventing fires and related hazards and injuries caused by severe weather.

(5) A minimum of 2 drills in which the occupants are restricted to the interior of the building and the building secured is required for each school year at a school that operates any of grades kindergarten to 12. A drill conducted under this subsection shall include security measures that are appropriate to an emergency such as the release of a hazardous material or the presence of an armed individual on or near the premises. The drill shall be conducted in coordination with the local emergency management coordinator appointed under section 9 of the emergency management act, 1976 PA 390, MCL 30.409, the county sheriff for the county or the chief of police or fire chief for the municipality where the school is located, or the designee of the sheriff, chief of police, or fire chief and consistently with applicable federal, state, and local emergency operations plans. The governing body of a school shall seek input from the administration of the school on the nature of the drills to be conducted under this subsection.

(6) A school that operates any of grades kindergarten to 12 shall conduct some of the drills required by this section during lunch and recess periods, or at other times when a significant number of the students are gathered but not in the classroom.

(7) The state fire marshal, a fire chief, or a firefighter in uniform acting under orders and directions of the fire chief may cause fire drills to be held in school houses, school dormitories, and other public buildings as the state fire marshal considers advisable. The state fire marshal may order the installation of other protective apparatus or equipment that conforms to recognized and approved modern practices.

(8) The department of state police emergency management division shall develop a model to be used by a school in conducting, and by a local emergency management coordinator, county sheriff, chief of police, fire chief, or designee of a sheriff, chief of police, or fire chief in coordinating, a drill under subsection (5).

This act is ordered to take immediate effect.

Carol Morey Viventi

Secretary of the Senate

Clerk of the House of Representatives

Approved

Governor

Michigan School Lockdown/Shelter-in-Place Drill Policy

Introduction

In the aftermath of school related incidents dating back to 1999 and before, school administrators have been encouraged to conduct comprehensive security initiatives within their buildings. Following the events of September 11, 2001, homeland security grant dollars were allocated to school districts to initiate building vulnerability assessments and conduct planning and exercise activities to enhance building security and occupant safety.

Statement of Policy

In 2006, Governor Jennifer Granholm signed into law two pieces of legislation: Act No. 187, Public Acts of 2006 (House Bill 4460), and Act No. 337, Public Acts of 2006 (Senate Bill 1108), both amending Act 207, PA 1941, the Fire Prevention Code, requiring school buildings to perform a minimum of 2 drills in which the occupants are restricted to the interior of the building and the building secured for each school year at a school that operates any of grades kindergarten to 12. A drill conducted under these acts shall include security measures that are appropriate to an emergency such as the release of a hazardous material or the presence of an armed individual on or near the premises. Some of the drills shall be conducted during lunch and recess periods, or at other times when a significant number of the students are gathered, but not in the classroom.

The performance of these drills is explained in this information packet.

Coordinating and Conducting Drills

Under Section 29.19 (5) of the Fire Prevention Act, Act 207, PA 1941, as amended, "*a minimum of 2 drills in which occupants are restricted to the interior of the building and the building secured is required for each school year at a school that operates any of the grades kindergarten to 12. A drill* ***conducted*** *under this subsection* ***shall*** *include security measures that are appropriate to an emergency such as the release of a hazardous material or the presence of an armed individual on or near the premises. The drill shall be conducted in* ***coordination*** *with the local emergency management coordinator appointed under section 9 of the emergency management act, 1976, PA 390, MCL 30.409, the county sheriff for the county or the chief of police or fire chief for the municipality where the school is located, or the designee of the sheriff, chief of police, or fire chief and consistently with applicable federal, state, and local emergency operations plans. The governing body of a school shall seek input from the administration of the school on the nature of the drills to be conducted under this subsection."*

For the purposes of this legislation:

K-12 – means public and non public school buildings. Non public schools include private (a school that is established, conducted, and primarily supported by a nongovernmental agency), denominational (a religious organization whose congregation are united in their adherence to its beliefs and practices) and parochial (a school maintained by a religious body usually for elementary and secondary instruction).

Shall – means to express what is mandatory

Conduct – means to cause or direct the drill to happen at a particular time and in a particular manner.

Drills to be conducted shall restrict occupants to the interior of the building and the building secured, with security measures appropriate to an emergency such as the release of a hazardous material (i.e., shelter in place) or the presence of an armed individual on or near the premises (i.e., lockdown).

Some of the drills shall be conducted during lunch and recess periods, or at other times when a significant number of students are gathered but not in the classroom.

Coordination – means to act together in a smooth, concerted and common way.

At a minimum, schools must conduct drills in coordination with their local emergency management coordinator (appointed under section 9 of the emergency management act, 1976, PA 390, MCL 30.409), **AND** the county sheriff for the county **OR** the chief of police **OR** fire chief for the municipality where the school is located, or the designee of the sheriff or chief of police or fire chief. This legislation does not prohibit other law enforcement agencies (i.e., Michigan State Police) under whose jurisdiction school buildings may fall, from participating in this initiative.

The emergency management coordinator, sheriff, police chief, fire chief or their designee need not be present for the drill, but schools are encouraged to include these entities to ensure that the type of drill being completed satisfies the requirements of this policy.

Templates to assist in conducting these drills are included in this packet. It is suggested that they be added to the current crisis plan for each building. These are not meant to replace any existing plans that currently meet the legislative criteria.

Designee – means any person (i.e., school administrator, school employee, etc) appointed by the sheriff for the county, chief of police or fire chief for the municipality where the school is located, to participate in the coordination of the required drills. The designee does not have to be an employee of the participating law enforcement or fire agency.

Recording of Drills

Lockdown/shelter in place drills shall be conducted and recorded by school officials in the same manner as fire and tornado drills. A sample drill documentation form is included in this packet for use by schools. This is not a required form.

Nuclear Power Plant Emergency Planning Zone

The requirement for two (2) lockdown/shelter-in-place drills does not replace requirements for protective action procedures for any school buildings located within the nuclear power plant 10 mile emergency planning zone.

Lockdown - Inside Threat
Suggested Actions

Drills shall be conducted in coordination with your local emergency management coordinator AND the county sheriff for the county OR chief of police OR fire chief for the municipality where the school is located, or the designee of the sheriff, chief of police, or fire chief.

Event: Intruder, active shooter or threat inside of building
Authority to Initiate: (1) Staff (2) Public (3) Law Enforcement (4) Fire (5) Emergency Manager

Immediate Actions

- Activate notification system
- Call 9-1-1

Protective Measures

- Outside activities are routed to a safe location away from the building
- Check halls and rest rooms for students
- Close and lock interior doors and windows
- Move students to safe corner to reduce visibility
- Turn off lights (including computer monitors)
- Verify attendance
- Activate signaling system (see suggestions document)
- Remain in position until all clear and notified by law enforcement, fire, emergency manager, principal or designee (see note below)

NOTE:
Please see Suggestions and Guidelines document for additional information on conducting drills.

Lockdown - Outside Threat
Suggested Actions

Drills shall be conducted in coordination with your local emergency management coordinator AND the county sheriff for the county OR chief of police OR fire chief for the municipality where the school is located, or the designee of the sheriff, chief of police, or fire chief.

Event: Potential intruder, active shooter or threat outside of building
Authority to Initiate: (1) Law Enforcement (2) Fire (3) Emergency Manager (4) Staff (5) Public

Immediate Actions

- Activate notification system
- Call 9-1-1

Protective Measures

- Check halls and rest rooms for students
- Close and lock exterior doors and windows
- Move students to safe corner to reduce visibility
- Turn off lights (including computer monitors)
- Verify attendance
- Activate signaling system (see suggestions document)
- Remain in position until all clear and notified by law enforcement, fire, emergency manager, principal or designee (see note below)

NOTE:
Please see Suggestions and Guidelines document for additional information on conducting drills.

Shelter in Place
Suggested Actions

Drills shall be conducted in coordination with your local emergency management coordinator AND the county sheriff for the county OR chief of police OR fire chief for the municipality where the school is located, or the designee of the sheriff, chief of police, or fire chief.

Event: Hazardous material or chemical incident outside of building
Authority to Initiate: (1) Fire (2) Law Enforcement (3) Emergency Manager (4) Staff (5) Public

Immediate Actions

- Notification will come from emergency responder or administrator
- Activate notification system
- Call 9-1-1

Protective Measures

- Individuals outside of the building should be relocated to a separate area away from other building population (isolated)
- Close and lock exterior doors and windows (**NO** entrance or exit)
- Shut down air handling system/HVAC
- Ensure students and staff in safe area
- Verify attendance
- Remain in position until all clear and notified by law enforcement, fire, emergency manager, principal or designee

NOTE:
Please see Suggestions and Guidelines document for additional information on conducting drills.

School Emergency Drills
Documentation Form

Type of Drill

Fire Drill (6 required)
Tornado Drill (2 required)
Lock Down/Shelter in Place Drill (2 required)

Time of Drill

Standard
Class Change
Recess
Other Events

Name of Reporting School: _____

Date of Drill: _____ Time drill was held: _____(pm/am)

Exact time required to evacuate/shelter/secure: _____

Total Participants: _____

Remarks: _____

_____

_____

This report is for emergency drill #____ for school year _____ .

Name of person conducting drill: _____

Title of person conducting drill: _____

Signature of person conducting drill: _____

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title _____

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title_____

OR

Fire (fire chief or designee)
Name & Title _____

Michigan School Lockdown/Shelter-in-Place Drills
Suggestions and Guidelines

Notification System - Is any system used to notify of a drill or actual emergency. Notification may be verbal or electronic, as agreed upon in coordination with local emergency management coordinator and sheriff or police chief or fire chief or their designee.

It is suggested that schools use "plain language" to activate lockdown/shelter in place drills or actual events. Using code words, color signals or unusual electronic alarms may cause confusion and loss of valuable time for substitute staff or building visitors who don't understand the type of emergency being announced.

Using Fire Alarm Systems for Activation of Drills - School buildings may use their current fire alarm system for activation of drills, **HOWEVER**, they cannot use the same tone as the fire alarm signal – it must be a separate and distinct tone. Any modification of the alarm system must have the approval of the Department of Labor and Economic Growth, Bureau of Fire Services, under 1941 PA 207, as amended, section 29.29.

Types of Drills - Schools must perform a minimum of two drills each school year that restrict occupants to the interior of the building and the building is secured. It does not require one lockdown and one shelter in place type drill be performed, although it is suggested that schools perform one of each. Schools may choose to perform one of each, or two lockdown type or two shelter in place type drills during the year.

Drill Times - It is suggested that drills be conducted as soon after the return to school as possible. This helps students get acclimated to the drills after being away for several months, and allows for weather considerations, especially if the drills might result in evacuation to an outside location.

Some of the required drills (fire, tornado, lockdown/shelter in place type) shall be conducted during lunch and recess periods, or at other times when a significant number of students are gathered but not in the classroom. Legislation is not specific as to which type of drill must be conducted during these designated times – schools may determine types and times in coordination with their emergency management coordinator and sheriff or police chief or fire chief or their designee.

Signaling Systems – There are numerous signaling systems used in schools during drills or actual emergencies for notifying emergency response personnel of injuries or needed assistance. The most common is the red card-green card system. Red cards are placed in windows or doors to indicate serious injuries. A green card placed in a window or door indicates the location is secure with no serious injuries. It is suggested that schools work with their emergency

management coordinator and sheriff or police chief or fire chief or their designee to create a system that works best for the school.

All Clear – Once a drill is activated, it is suggested that teachers/staff members do not open any door or window under any circumstances until the "all clear" is authorized by uniformed fire or law enforcement personnel, or a recognized principal or designee. **This is intended as guidance only.** Teachers/staff members may open a locked door to allow entry by a student if it is an approved action in the school drill policy and agreed upon by the local emergency management coordinator and sheriff or police chief or fire chief or their designee. If during a lockdown situation an evacuation notification or fire alarm is activated, the course of action should be agreed upon in coordination with the local emergency management coordinator and sheriff or police chief or fire chief or their designee.

Summer School Drills – It is suggested that drills also be conducted during summer hours, when buildings are occupied. These drills will be additional to the required 6 fire drills, 2 tornado drills, and 2 lockdown/shelter in place type drills for the regular school year.

Documenting Drills – Lockdown/shelter in place drills shall be conducted and recorded by school officials in the same manner as fire and tornado drills. A documentation form is included in this packet for use by schools if needed.

Special Events Planning – School buildings are urged to consider emergency plans for special events (sports, theater, parent-teacher conferences, etc) in coordination with the local emergency management coordinator and sheriff or police chief or fire chief or their designee.

Drill Scenarios – Schools are encouraged to develop site specific lockdown and shelter-in-place drill scenarios (i.e. incident in a science lab), created in coordination with the local emergency management coordinator and sheriff or police chief or fire chief or their designee. Working with emergency response personnel will provide valuable information on roles and responsibilities during an emergency situation (incident command system) and foster a positive working relationship with responders.

Incident Command System – It is suggested that each building have someone designated as "in charge" at all times. The person "in charge" should be aware of all building emergency procedures and have the authority to make decisions during an emergency situation as part of the Incident Command System. If conditions permit, the person in charge should also interact with emergency response personnel immediately upon their arrival. School administrators should meet with local emergency response personnel to include the Incident Command System into their emergency protocol.

Incident command training is available at no cost through your local, county or state emergency management program. We encourage school administrators to seek out and participate in these training opportunities. Training offered through the Michigan State Police, Emergency Management & Homeland Security Division can be found at www.michigan.gov/emhsd.

Securing Rooms – It is suggested that the decision to close classroom window or door blinds/shades during an emergency be decided in coordination with the local emergency management coordinator and sheriff or police chief or fire chief or their designee.

It is suggested that the decision to leave classroom lights on or turn them off during an emergency event be decided in coordination with the local emergency management coordinator and sheriff or police chief or fire chief or their designee.

It is suggested that staff turn off classroom internet access and attempt to limit cell phone or text message use by students to lessen the impact of possible mis-information going out to parents and media during an emergency situation.