

Memorandum

From: Kisha Verduco
To: DPS-authorized PSA's
Date: September 4, 2014
Regarding: Safety Drills



In accordance with Public Act 12 of 2014, all Michigan schools must conduct five (5) Fire Drills, two (2) Tornado Drills and three (3) Lockdown drills for a total of ten (10) drills annually. Please note that the first compliance deadline for this new law is Monday September 15, 2014.

To comply with this new law, the following procedures may be considered when devising a schedule of drills:

- Schools shall conduct at least five (5) fire drills during the school year.
 - Three (3) fire drills shall be conducted in the fall semester prior to December 1.
 - Two (2) fire drills during the remaining part of the year, with reasonable spacing intervals between each drill.
- All schools shall conduct at least two (2) tornado drills during the school year.
 - At least one (1) tornado safety drill shall be conducted during March of the school year.
- All schools shall conduct at least three (3) lock down/shelter-in-place drills during the school year.
 - At least one (1) of these drills shall be conducted by December 1 of each school year;
 - At least one (1) drill shall be conducted after January 1 of the school year

Next, all schools are required to:

- (1) Devise a schedule of safety drills. For your convenience, I have attached Detroit Public Schools' Schedule Compliance Form as a sample.
- (2) The School administrator is to sign and date the completed form and
- (3) Each academy is required to report their scheduled drill dates and times on the School Drill Report Form maintained by Wayne County, Office of Homeland Security and Emergency Management on or before Monday, September 15, 2014.

Reporting Process Steps:

1. Go to the Wayne County website: <http://www.waynecounty.com/>
2. Move the cursor over "Departments" and click on Homeland Security & Emergency Management in the drop down list

3. Click the button



If you have questions about the posting procedure, please contact Paul Haley at Wayne county at (734) 942-5289 or phayley@waynecounty.com.

Once the drills have occurred in accordance with the schedule, each school must report completion of the drills within 30 days. I have attached Detroit Public Schools' Confirmation Compliance Form as a sample. The actual drill dates and times must be posted on the academy's website, where it is to be maintained for at least three years.

Please note, Public Act 12 of 2014 only allows for a drill date to be changed when a scheduled drill could not occur due to conditions not within the control of school authorities such as severe storms, fires, epidemics, utility power unavailability, water or sewer failure, or a health condition as defined by the County or State health authorities. Re-scheduled drills must occur within 10 days after the original scheduled date of the cancelled drill.

Schools should notify the County Emergency Management Coordinator of the rescheduled drill date.

This memorandum addresses only one requirement of the Act and is provided for informational purposes only; please consult your legal counsel for the full details of, and compliance with, Public Act 12 of 2014."

Attachments: DPS Schedule Compliance Form, DPS Confirmation Compliance Form and HB 4713.

Detroit Public Schools Office of Charter Schools

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