

Allegan County School Superintendents,

Per House Bill No. 4713, the Michigan State Police is required to provide school safety guidance to assist schools in completing their school safety plans. The Governor sent CD's out to Michigan school buildings and law enforcement agencies with the 2014 Michigan School Safety Guidance documents. There are three resources included on this CD:

1. Planning Guidance – provides overall direction on how to develop an Emergency Operations Plan (EOP), what should be included, and complete write-ups on different types of hazards.
2. EOP Template – an example of what a school EOP could look like, with areas where individual schools can insert their own information.
3. Classroom/Office quick Reference Guide – hazard-specific steps for a classroom teacher or office staff to follow in case of an emergency, which can be printed.

Under the new legislation Allegan County Emergency Management will be required to collect and disseminate any drill information provided by the schools to local first responders. We have decided to use a simple data collection tool called Google Docs for Government and an easy 4 step process for completing this requirement.

- 1) Complete a [“pre-drill report”](#) with dates and times of the planned drills.

Michigan Public Act 113 of 2014
Pre-Drill Report

SAFETY DRILLS - 2014-15 School Year

EVACUATION / FIRE DRILLS
8 Drills are required per school year; 3 before December and other 5 equally spaced over the remaining part of year

	#1		#2		#3		#4		#5	
	Date	Time	Date	Time	Date	Time	Date	Time	Date	Time
High School										
Middle School										
Elementary										
Elementary										

TORNADO DRILLS
2 Drills are required per school year; 1 during March

	#1		#2	
	Date	Time	Date	Time
High School				
Middle School				
Elementary				
Elementary				

LOCK DOWN / SHELTER IN PLACE DRILLS
3 Drills are required per school year; at least 1 drill before December and 1 after January. 1 of the above drills must be conducted significant students are gathered, not in the classroom.

	#1		#2		#3	
	Date	Time	Date	Time	Date	Time
High School						
Middle School						
Elementary						
Elementary						

Check if your required to have a Cardiac Plan

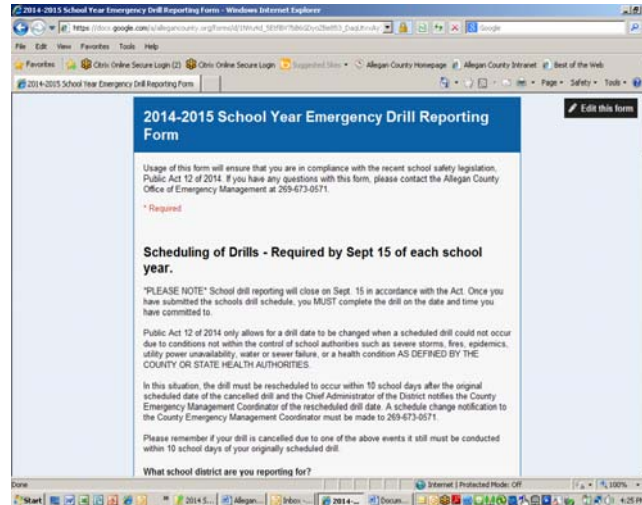
Check if you have a Cardiac Plan completed

Signatures of individual in-charge of drills _____

Signature of Principle/Superintendent _____

- 2) Then transfer this data on the web form by **September 15, 2017** using the link below. Keep the [“pre-drill” report](#) for your records.

[**DRILL REPORTING LINK**](#)



- 3) As you complete these drills post them to your website within 30 days using the [“post-drill report”](#).

Michigan Public Act 12 of 2014
Post-Drill Report

SAFETY DRILLS - 2014-15 School Year

EVACUATION / FIRE DRILLS
6 Drills are required per school year, 3 before December and other 3 equally spaced over the remaining part of year.

	#1		#2		#3		#4		#5	
	DATE	TIME	DATE	TIME	DATE	TIME	DATE	TIME	DATE	TIME
High School										
Middle School										
Elementary										
Elementary										

TORNADO DRILLS
2 Drills are required per school year, 1 during March

	#1		#2	
	DATE	TIME	DATE	TIME
High School				
Middle School				
Elementary				
Elementary				

LOCK-DOWN / SHELTER-IN-PLACE DRILLS
3 Drills are required per school year, at least 1 prior before December and 1 after January. 1 of the above drills must be conducted significant students are gathered, not in the classroom.

	#1		#2		#3	
	DATE	TIME	DATE	TIME	DATE	TIME
High School						
Middle School						
Elementary						
Elementary						

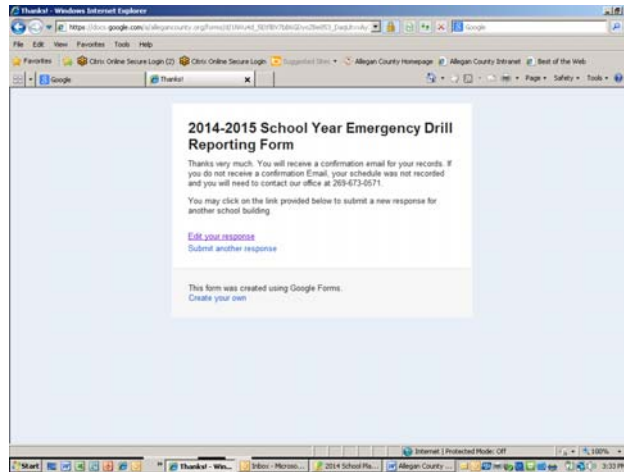
Check if you required to have a Cardiac Plan

Check if you have a Cardiac Plan completed

Signatures of individual in-charge of drills

Signature of Principal/Superintendent

- 4) You will receive an e-mail receipt please keep this in case you would like to make changes in the future to your submission, this has an edit feature for you to access the information you have submitted.



We still are making the [“traditional drill reporting form”](#) available for your use if you feel more comfortable with this. If you have any changes to your schedule or have special issues that arise during your drills please contact me.

All of these documents are available using the school resource link below.

[Allegan County Emergency Management – School Resources](#)

Thanks for everything you do to keep our children safe!

Scott Corbin
Allegan County Emergency Management Coordinator

Note: Thanks to Allegan City Schools and Wayland City School for allowing us to share your consolidated drill report forms and drill requirements summary.