



STATE OF MICHIGAN
DEPARTMENT OF STATE POLICE
LANSING

GRETCHEN WHITMER
GOVERNOR

COL. JOSEPH M. GASPER
DIRECTOR

August 13, 2019

Dear School Administrators:

As you welcome students back into your buildings for the 2019-20 school year, we know that providing a safe environment is a top priority. Thus, the Michigan State Police, Office of School Safety, has put together a summary of critical school safety information to help guide your planning. The attached list includes some of the most recent school safety legislation, requirements, and recommendations, as well as links to more detailed information and resources. This is not intended to be an exhaustive list of statutes or legislation pertaining to schools.

Questions regarding the development and implementation of policies or responses to specific incident types should be directed to your school or district's legal counsel.

Sincerely,

A handwritten signature in cursive script that reads "Nancy Becker Bennett".

Nancy Becker Bennett, Director
Office of School Safety
Division Director, Grants and
Community Services Division

Enclosure

The Michigan State Police (MSP), Office of School Safety, is committed to assisting schools in providing a safe environment for students and educators to learn and work. This information is being provided as a resource for school and district administrators; it summarizes critical legislation enacted in 2019 and provides recommendations for improving school safety. It is not to be considered a comprehensive review of school safety requirements or statutes; rather, it is intended to allow officials to review or establish policies and procedures as needed. Please follow each link provided below for full text and/or further information. An expanded version of this list is available on the [Office of School Safety website](#).

Incident Reporting

[2018 Public Act \(PA\) 551](#) requires school districts, intermediate school districts, and public school academies to report certain incidents to MSP within 24 hours of occurring. Information provided through the [online incident reporting system](#) is for statistical tracking only and does **NOT** notify first responders in the event of an emergency. Schools and districts are to follow their own policy to report emergency situations, crimes, or other incidents prior to submitting a report under this act.

Emergency Operations Plans

[2018 PA 436](#) requires school districts, intermediate school districts, and public school academies to, not later than **January 1, 2020**, establish an Emergency Operations Plan in consultation with the public and with a majority vote of its governing body. The act sets forth several requirements for the plan; for example, procedures dealing with threats, fire, weather emergencies, training for teachers on mental health issues, improving building security, and post-incident plans.

OK2SAY Hotline Emergency Contact

[2018 PA 670](#) requires every public and nonpublic school to provide the MSP at least one school official's emergency contact information biannually. The emergency contact information is kept confidential and accessed only if there is an after-hours emergency involving imminent danger to the safety or well-being of a student. Emergency contacts **must** be registered [here](#) on the OK2SAY website.

The goal of [OK2SAY](#) is to stop harmful behavior before it occurs by encouraging anyone to report threatening behavior to caring adult authorities who can help. OK2SAY encourages Michigan residents to confidentially submit tips 24/7 using the OK2SAY mobile app, online, email, texting, or by calling trained program technicians. Upon receipt of a tip, specially trained OK2SAY technicians address the immediate need and forward the information to the appropriate responding law enforcement agency or organization. Tips go to schools, local law enforcement agencies, community mental health agencies, or the Michigan Department of Health and Human Services.

District Liaison for School Safety

[2018 PA 549](#) requires public and nonpublic school districts to designate a liaison to serve as a representative when involvement with the School Safety Commission and/or the Office of School Safety is necessary. Districts do **NOT** need to notify or provide any information to the MSP unless directly requested to do so.

School Safety Recommendations

Schools should have measures in place to keep students and staff safe. In 2018, the School Safety Task Force provided [recommendations](#) to enhance the safety and security of school building interiors, exteriors, and access points; and enact school emergency operations planning, training, and exercising; as well as many behavioral health practices.

Included is a recommendation that schools should complete a physical security assessment by October 2019 using a state approved assessment tool and every three years thereafter unless major construction is completed. If so, a physical security assessment should be completed immediately after the construction is finished. The assessment tool is available [here](#) (two documents: *K-12 School Security Survey* and *A Guide for Preventing and Protecting Against Gun Violence*).

Reminder:

School Emergency Drills

[2014 PA 12](#) requires that not later than September 15 of each school year, the chief administrator of a school that operates any of grades kindergarten to 12, or his or her designee, shall provide a list of the scheduled drill days for the school buildings operated by the school, school district, intermediate school district, or public school academy to the county emergency management coordinator appointed under section 9 of the Emergency Management Act, 1976 PA 390, [MCL 30.409](#). The governing body of the school shall ensure that documentation of a completed school safety drill is posted on its website within 30 school days after the drill is completed.