

Michigan School Safety — Compliance Checklist

[District Name] Public Schools — School Year: _____

✓	Requirement	Frequency / Deadline	Responsibility	Citation
Behavioral Threat Assessment and Management (BTAM)				
☐	Establish a multi-disciplinary behavioral threat assessment team (school administrator, mental health professional, law enforcement/SRO) to identify, assess, and manage concerning behavior; establish reporting systems and written safety plans for at-risk students.	No later than Oct. 1, 2026	District Board of Education (or governing body of nonpublic school)	<i>MCL 380.1308e; HB 5549</i>
Cardiac Emergency Response Plan				
☐	Review and evaluate the school's cardiac emergency response plan; integrate it with the EOP. For grades 9–12, maintain a training plan for AED use and CPR. Note: starting 2025–26, AEDs are required on-site and all coaches must be CPR/AED certified.	Annual	Medical / Nursing Staff	<i>MCL 29.19b</i>
Construction or Major Renovation				
☐	Consult the law enforcement agency that will serve as first responder before beginning construction of a new school or major renovation of an existing building.	Before construction begins	District Board of Education / Superintendent	<i>MCL 380.1264</i>
Critical Incident Mapping				
☐	Provide accurate building plans, blueprints, critical incident mapping data, and site plans for each school building to the appropriate local law enforcement agency.	As required / kept current	District Board of Education / Superintendent	<i>MCL 380.1308</i>
Designated School Safety Liaison				
☐	Designate a district-employed liaison to work with the school safety commission and the Office of School Safety; update contact information in the Educational Entity Master (EEM) and required form as needed. https://www.michigan.gov/msp/divisions/grantscommunityservices/school-safety/school-safety-liaisons	Once; update as needed	District Board of Education / Superintendent	<i>Michigan School Safety Liaison Program</i>
Drills (MCL 380.1237 / MCL 29.19)				
☐	Conduct 5 fire drills per school year (3 before Dec. 1; remaining 2 spaced through the rest of the year).	Annual	Administration, Safety Team, Security Director, SRO	<i>MCL 29.19</i>
☐	Conduct 2 tornado drills per school year (at least 1 in March).	Annual	Administration, Safety Team, Security Director, SRO	<i>MCL 29.19</i>

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☐	Conduct 3 safety/security drills (lockdown, shelter, secure, evacuation) — at least 1 by Dec. 1 and 1 after Jan. 1, with reasonable spacing. One drill must address a hazardous-material scenario; one must address a potentially dangerous individual on/near school premises. Consult administration and local public safety on drill design.	Annual	Administration, Safety Team, Security Director, SRO	MCL 29.19
☐	Ensure at least one drill (fire, tornado, or safety/security) is conducted when students are NOT in the classroom (passing time, lunch, etc.).	Annual	Administration, Safety Team	MCL 29.19
☐	Submit the schedule of drill dates for all buildings to the county emergency management coordinator via the required logging portal. https://schoolsafety.kentisd.org/	By Sept. 15	Chief Administrator / Principal (or designee)	MCL 29.19
☐	Post documentation of each completed drill on the school website (school name, school year, date/time, drill type, running count of drills completed by type, principal/designee signature, name of drill leader if different). Keep posted for 3 years.	Within 30 school days of each drill	Principal (or designee)	MCL 29.19
Emergency Operations Plans (EOP)				
☐	Develop an EOP (with public input) for every school building, recreational/athletic structure, and field. Review and update the EOP and site (building) vulnerability assessments in partnership with at least one law enforcement agency.	Biennial review	Administration, Safety Team, Security Director, SRO (approved by School Board)	MCL 380.1308b
☐	Notify the Michigan Department of Education after adopting or reviewing the EOP. https://mdoe.state.mi.us/GEMS/User/SSOLanding.aspx?qcode=i7tg9uha	Within 30 days of adoption/review	Administration / Superintendent	MCL 380.1308b
☐	Beginning with the 2026-2027 school year, the governing body of a public school or nonpublic school shall adopt and implement the standardized response terminology, aligning with the "I Love U Guys" Foundation framework.	Ongoing / required starting 2026–27	Administration, Safety Team, Security Director, SRO (approved by School Board)	MCL 380.1308c; PA 270 of 2024
Incident Reporting to MSP —(Historical Reference Only)				
☐	Formerly required: report crimes/attempted crimes on school premises, vehicles, or at school-sponsored activities to MSP within 24 hours. This requirement was repealed effective April 2, 2025 and is no longer an active compliance obligation; confirm current district practice against any successor guidance.	Repealed 4/2/2025	Principal (or designee), Security Director, SRO	Repealed – formerly MCL 380.1310
OK2SAY Registration				

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☐	Register at least one school official's emergency contact information with MSP's OK2SAY Student Safety Program. Recommended updates at the start/end of the school year or with personnel changes.	Biannual	Principal (or designee)	<i>OK2SAY Student Safety Program</i>
Publication of School Crime Data				
☐	Post on the district website incidents of school crime (physical violence, gang-related activity, controlled substances/intoxicants, trespassing, property crimes) in the form prescribed by the superintendent of public instruction; include cost estimates for property crimes.	Annual	District Board of Education / Superintendent	<i>MCL 380.1310a</i>
Secure Firearm Storage Notification				
☐	Distribute firearm safety and secure storage educational materials to parents/guardians annually (e.g., via newsletters, website, handbooks, or MDHHS-provided flyers).	Annual	District Administration	<i>MCL 380.1313b; PA 17 of 2023</i>
Smartphone Use in the Classroom				
☐	Adopt a policy banning smartphone use during instructional time (or stricter), with required exemptions for medically necessary devices, district-assigned instructional devices, IEP/504 accommodations, and limited teacher-approved academic use. Outline emergency cell phone protocols (e.g., lockdowns) in the EOP.	Beginning 2026–27 school year	District Board of Education / Board of Directors (Public School Academy)	<i>HB 4141 / SB 495; PA 2 of 2026</i>