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To: District Superintendents of BOCES
Superintendents of Public School Districts Outside NYC
Principals of Public Schools Outside NYC
Superintendents and Principals of State-Operated Schools

From: Gemma C. Rinefierd, Ed.D.

Subject: Updating and submitting building-level emergency response plans and information related to district-wide school safety plans for the 2024-25 school year

This memo provides essential information about updating and submitting building-level emergency response plans and district-wide school safety plans for the 2024-25 school year. The Department encourages schools to share this information with members of the district-wide school safety team and/or building-level emergency response team.

[Education Law §2801-a](#) and [Commissioner's Regulation §155.17](#) require that each public school and BOCES develop and annually update a *confidential* building-level Emergency Response Plan (ERP) that includes details about how school personnel and students would respond to different types of emergency situations. In addition, each public school district, BOCES and charter school must also develop and annually update a district-wide school safety plan that provides critical information to parents, educators and the school community about the policies and procedures in place related to school safety. Both building level ERP and district wide school safety plans are required to be submitted as outlined below by October 1 of each year.

Building-Level Emergency Response Plans

Each school's *confidential* building-level ERP must include information about the school, key staff, floor plans, maps, and detailed response procedures for different types of emergency situations. The ERP must be in place by September 1 each year and must be submitted to both the state police and local law enforcement within 30 days of adoption, but **no later** than October 1.

Schools fulfill the requirement to submit building-level ERPs to the state police by submitting their plan electronically via the SED Monitoring application accessed through the [New York State Education Department \(NYSED\) Business Portal](#). The Portal for submissions of the 2024-25 Building-Level Emergency Response Plans **will open on June 17, 2024.**

Local law enforcement must be a part of the required Building-Level Emergency Response Team, and school officials must contact local law enforcement directly to comply with the requirement to submit the building-level ERP to local law enforcement.

Important reminders regarding developing and submitting the plan:

- The plan must include all minimum required elements, as outlined in the [Building-Level Emergency Plans Self-Assessment Checklist](#).

- In circumstances when a single physical building contains multiple “schools” or “programs,” the safety team(s) should be inclusive of all grades, schools, and programs located in the building and the team should develop one emergency plan per physical building.
- School administrators must include information about each local law enforcement agency the plan was submitted to and the date the ERP was submitted.
- Every school ERP must include functional annexes for how the school will implement their plan of action in response to an emergency. Required functional annexes must be complete and should not include the use of codes, colors, or cards.
- Each school must submit a pdf document containing building floor plans, and a pdf document containing a map of the school grounds and surrounding area. Schools may utilize an application like Google Maps to generate a pdf document that contains an area/satellite map. The documents must be readable and clear with entrances and exits clearly marked. Do not submit electronic copies of hand-drawn plans. We have developed a [tip sheet](#) to help schools create maps and floor plans that provide essential information that may be needed by first responders in an emergency.
- When identifying personnel to fulfill Incident Command System (ICS) roles, it is recommended that the team identify staff to fulfill key roles who are on-site daily, and that the team does not designate the same staff person to fulfill multiple roles. Please consider designating an alternate for each role.

District-Wide School Safety Plans

By September 1 each year, every school district, BOCES and charter school must update and adopt a comprehensive district-wide school safety plan. The plan is reviewed by the board of education or governing body and is made available for a 30-day public comment period before it is adopted.¹

To comply with the requirement that the plan be filed with the Commissioner, each school district, charter school and BOCES is directed to post their district-wide school safety plan on the district website and submit the web address/URL to the Department **no later than October 1 each year** via the Safe Schools collection in the SED Monitoring application accessed through the [New York State Education Department \(NYSED\) Business Portal](#). Instructions for submitting plans in the SED Monitoring application are included in Attachment A. The Portal for submissions of 2024-25 District-Wide School Safety Plans will **open on August 26, 2024**.

Important reminders regarding developing and submitting the plan:

The plan must include all minimum required elements as outlined in the [District-Wide School Safety Plan Self-Assessment Checklist](#), including a copy of the board-adopted written contract or Memorandum of Understanding (MOU) that defines the roles and areas of responsibility of school personnel, security personnel and law enforcement in response to student misconduct that violates the code of conduct for school districts and charter schools that employ, contract with, or otherwise

¹ Charter schools will receive separate notification regarding how to submit their plans.

retain law enforcement or public or private security personnel, including school resource officers. For additional information, see the [September 2019 memo](#) regarding this requirement.

- Safety teams must include all required members as described in the in the [District-Wide School Safety Plan Self-Assessment Checklist](#).
- It is required that the district-wide school safety plan be adopted by the school board by September 1 each school year. Prior to adoption, the district-wide school safety plan must be shared at a public meeting and posted for public comment for a minimum of 30 days. Consult with your attorney regarding meeting these requirements. Information about public meetings law is available in a [publication](#) from the Department of State.
- The district-wide school safety plan must be posted on the district website in a location that is readily accessible to parents/guardians and the public (such as on a page describing school safety procedures).
- After the plan has been adopted and posted on your district website, you must report the following to NYSED via the Safe Schools collection in SED Monitoring application:
 - Contact information for the chief emergency officer;
 - The URL for the district-wide school safety plan;
 - The URL for the Emergency Remote Instruction Plan if not part of the district-wide school safety plan;
 - Date of public board of education meeting, start and end dates of the public comment period, and date of board adoption; and
 - Certification that all district and school staff have undergone annual training* in the emergency response plan, school violence prevention and mental health by September 15. A resource to assist districts in developing and delivering this training is available on the New York State Center for School Safety website at <https://www.nyscfss.org/annual-safety-login>.

*Schools are encouraged to conduct the training required in the Workplace Violence Prevention Law at the same time they conduct this training. For more information on the Workplace violence requirements see [Workplace Violence Prevention Information | Department of Labor \(ny.gov\)](#)

Thank you for all you do to keep students and staff safe every day. If you have questions about these requirements, or suggestions for how NYSED may better support schools in this area, please contact the Office of Student Support Services at SafetyPlans@nysed.gov.

Instructions for Submitting Building-Level Emergency Response Plans & District-Wide School Safety Plans in the SED Monitoring Application

Building-level emergency response plans (ERPs): must be submitted by the Chief Executive Officer (CEO)** of each school.

District-wide school safety plans must be submitted by the CEO of each LEA (school district, BOCES, or charter school), as outlined below.

1. Go to <https://portal.nysed.gov/>
2. Click on the “**Log In**” button
3. Enter your existing SEDDAS username and password
4. Under the heading “**My Applications,**” click the link to “**SED Monitoring and Vendor Performance System**”
5. For **School Building-Level ERPs** –principals (and designated staff) will see “**School ERP**” in the inbox that appears in SED Monitoring. BOCES principals will see “**BOCES ERP**” in the inbox. Click “**View**” to enter and review data.
 - a. All floor plans and area maps must be uploaded as a .pdf document
 - b. It is recommended that you save your changes frequently
 - c. It is not required that you enter all data at once; you can save your changes and finish at a later time
 - d. The CEO of the school or district/BOCES must submit when information is complete
6. For the **District-Wide School Safety Plan** – in the inbox that appears in SED Monitoring, public school superintendents, district superintendents, and charter school leaders will see “**LEA District Safety Plan URL and Information.**” Click “**View**” to enter and review data.

** The Chief Executive Officer (CEO) of each public school district, public school, charter school and BOCES and BOCES building as recorded in SEDREF ([https://portal.nysed.gov/pls/sedrefpublic/SED.sed_inst_qry_vw\\$.startup](https://portal.nysed.gov/pls/sedrefpublic/SED.sed_inst_qry_vw$.startup)) has been entitled to enter information into SED Monitoring and the School Building ERPs Safe Schools electronic application in SEDDAS.

If the CEO information in SEDREF is incorrect for your institution, please update it by following the instructions found here: <http://www.oms.nysed.gov/sedref/home.html>.