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To: District Superintendents of BOCES  
Superintendents of Public School Districts Outside NYC  
Principals of Public Schools Outside NYC  
Charter School Leaders of Charter Schools Outside NYC

From: Kathleen R. DeCataldo

Subject: Updating and Submitting School Building-Level Emergency Response Plans and Information Related to District-Wide Safety Plans for the 2020-21 School Year

[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 that may occur in their school. In addition, each public school district, BOCES and charter school must also develop and annually update a district-wide school safety plan each school year that provides critical information to parents, educators and the school community about the policies that the school has in place related to school safety. As the recent COVID-19 pandemic and response has demonstrated, the importance of having a plan in place for how the school and community will respond in an emergency cannot be over-emphasized.

Information is provided below to assist school and district administrators with developing and submitting these plans for the 2020-21 school year. In addition, it is recommended that administrators review information that we provided last August regarding the findings of the 2018-19 school year audits that were conducted by the Office of the State Comptroller (OSC) related to compliance with and oversight of school district, BOCES and charter school implementation of the school and district safety planning requirements.<sup>1</sup>

### **Submitting Building-level Emergency Response Plans to State Police**

As noted above, each public school, charter school and BOCES school building is required to develop and annually update a confidential building-level ERP. These confidential ERPs include information about the school, key staff, floor plans, and detailed response procedures for different types of emergency situations. If a serious emergency does occur in a school, it is essential that law enforcement have access to the information included in these plans. As such, it is a requirement that each year, every public school and BOCES update and submit their building-level ERP to both the State Police and local law enforcement within 30 days of adoption. Schools fulfil the requirement to submit building-level ERPs to the State Police by submitting their plan electronically each year via the SED Monitoring application accessed through the New York State Education Department (NYSED) business portal. At this time,

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<sup>1</sup> [http://www.p12.nysed.gov/sss/documents/EmergencyResponsePlanMemo201920\\_final.pdf](http://www.p12.nysed.gov/sss/documents/EmergencyResponsePlanMemo201920_final.pdf)

school officials must comply with the requirement to submit the building-level ERP to local law enforcement by contacting local law enforcement directly. Local law enforcement must be a part of your required building level school safety planning team. To assist schools in identifying local law enforcement agencies, see the [list](#) posted by the New York State Division of Criminal Justice Services.

**The plan must be developed and in place at the beginning of the school year. The deadline for submitting the plan via the NYSED business portal is October 1, 2020.** Information about how to access the SafeSchools application via the SED Monitoring/NYSED business portal is attached.

Building-level ERPs that are submitted via the NYSED Business portal are reviewed by State Police staff, and if necessary, returned to a school for revision if the plan is incomplete. Important reminders when developing and submitting your plan are below:

- The plan includes all minimum required elements, as outlined in the [Building-Level Safety Plan Self-Assessment Checklist](#).
- Beginning with the 2020-21 school year, school administrators will be asked to 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 (such as Shelter-in Place, Evacuation, Lockdown, Public Health, Medical and Mental Health, Family Reunification). Required Functional Annexes must be complete, and should not include the use of codes, colors or cards.
- The Public Health, Medical and Mental Health Annex is an important part of your school ERP. The work that school administrators have done to prepare for re-opening is tied closely to this Annex. Please review the Annex content to incorporate any relevant procedures you may have developed for re-opening.
- Building floor plans must be submitted as .pdf documents and must be readable and clear with entrances clearly marked; do not submit electronic copies of hand drawn plans.
- When identifying personnel to fulfil Incident Command System (ICS) roles, take care to not designate the same staff person to fulfill all roles, and to identify staff to fulfill key roles who are on-site daily.
- When entering contact information, be certain that area codes are included with telephone numbers; if possible, include cell numbers for contacts.

### **Submitting District-Wide School Safety Plans and Other Required Information to the Department**

Each year, every school district, BOCES and charter school must develop/update and after appropriate board review and public comment period, adopt a comprehensive district-wide school safety plan. To comply with the requirement that the district-wide safety plan be filed with the Commissioner, each school district, charter school and BOCES is directed to post

their district-wide school safety plan, including the school code of conduct, on the district website and submit the web address/URL to the Department. Beginning with the 2019-20 school year, districts, BOCES and charter schools began submitting the required district-wide school safety plan information annually via the Safe Schools collection in SED Monitoring including:

- contact information for the Chief Emergency Officer; the URL for the district-wide school safety plan;
- critical dates related to the adoption of the district-wide school safety plan, including the date of the public board meeting regarding the plan, begin and end date of the public comment period, and date of board adoption;
- certification that all district and school staff have undergone annual training in the emergency response plan, school violence prevention and mental health;
- date(s) annual training was provided to staff in the emergency response plan, school violence prevention and mental health; and
- a brief description of annual training that was provided to staff in the emergency response plan, school violence prevention and mental health.

Important reminders to consider when preparing and updating your District-wide safety plan are provided below.

- The plan includes all minimum required elements, as outlined in the [District-Wide Safety Plan Self-Assessment Checklist](#) including a copy of the board adopted written contract or memorandum of understanding that define 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 retain law enforcement or public or private security personnel, including school resource officers. For additional information, see the [September 5, 2019 memo](#) regarding this requirement.
- Required procedures regarding public hearings, board adoption, and/or public comment periods must be in place. LEAs should consult with their school attorneys regarding meeting these requirements. In addition, information about public meetings law is available in a publication from [Department of State](#).
- The district-wide school safety plan is posted on the LEA website and is in a location that is readily accessible to parents and the public (such as on a page describing school safety procedures).
- Safety teams include all required members as described in the in the [District-Wide Safety Plan Self-Assessment Checklist](#).

Information and resources related to emergency response planning is on the [NYSED Student Support Services website](#) and on the [New York State Center for School Safety's webpage](#) and below. Information about the electronic submission process, as well as resources to aid in emergency planning can be found below. If you have questions or problems accessing the business portal or the SED Monitoring and Vendor Performance System, please contact the SEDDAS helpdesk at [SEDDAS@nysed.gov](mailto:SEDDAS@nysed.gov) or the office of Student Support Services at [SchoolClimate@nysed.gov](mailto:SchoolClimate@nysed.gov).

If you have questions about the Building-Level Emergency Response Plan requirements, please contact [info@safeschools.ny.gov](mailto:info@safeschools.ny.gov) or [SchoolClimate@nysed.gov](mailto:SchoolClimate@nysed.gov). If you have questions about the District-Wide Safety Plan requirements, please contact [SchoolClimate@nysed.gov](mailto:SchoolClimate@nysed.gov).

Both collections are available in SED Monitoring now. The chief executive officer of each public school district, BOCES and charter school (superintendent, district superintendent, or charter school leader, respectively) may access the collection via the NYSED business portal. From the NYSED business portal, choose “SED Monitoring,” then select “Safe Schools” then select the appropriate report for your school building, district or BOCES.

### **Submitting School Building-Level Emergency Response Plans (ERPs) and District-Wide School Safety Plans**

**ERPs** must be submitted by the Chief Executive Officer\*\* of each **school**;

**District-wide school safety plans** must be submitted by the Chief Executive Officer of each **LEA (school district, BOCES, or charter school)** using the following steps:

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 ERPs** – in the inbox public school principals (and designated staff) will see “**School ERP**,” BOCES staff will see “**BOCES ERP**”
  - a. Click “View” to enter and review data
    - i. All floor plans must be uploaded as a .pdf document
    - ii. It is recommended that you save your changes frequently
    - iii. It is not required that you enter all data at once, you can save your changes and finish at a later time
    - iv. The CIO of the school or district/BOCES must submit the ERP when all relevant information is entered
6. For the **District-Wide Safety Plan** – in the inbox public school superintendents, district superintendents, and charter school leaders will see “**LEA District Safety Plan URL and Information**”

\*\* 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\\_gry\\_vw\\$.startup](https://portal.nysed.gov/pls/sedrefpublic/SED.sed_inst_gry_vw$.startup)) has been entitled to enter information into SED Monitoring and the School Building ERPs SafeSchools electronic application in SEDDAS.

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

## **Emergency Planning Resources**

US Department of Education, Office of Safe and Healthy Students, (OSHS),  
[Readiness and Emergency Management for Schools Technical Assistance Center \(REMS  
TA Center\)](#)

Federal Emergency Management Agency (FEMA)

- [Introduction to Incident Command Systems \(ICS\) for Schools](#)
- [Developing and Maintaining Emergency Operations Plans](#)
  - [Comprehensive Preparedness Guide \(CPG\) 101](#)
- [Guide for Developing High-Quality School Emergency Operations Plans](#)
  - [Multihazard Emergency Planning for Schools Toolkit](#)