June 6, 2024

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 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

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

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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