

*Instructions: This Self-Assessment may be used by administrators to review the District-Wide School Safety Plan for compliance with [Education Law §2801-a](#) and [Commissioner's Regulation §155.17](#). Included are items that are required at a minimum, with space to identify if required components are: in place, partially in place, or not addressed. Note: this document is intended for internal use only. Districts should retain this document in district records. Do not submit this document to the New York State Education Department. Additional information and resources are available at: <https://www.nysed.gov/student-support-services/safe-schools-against-violence-education-act-save>.*

*Statute and regulation require that the superintendent, or superintendent's designee for each district, charter school and BOCES serve as the district chief emergency officer whose duties shall include, but not be limited to:*

- (a) coordination of the communication between school staff, law enforcement, and other first responders;*
- (b) leading the efforts of the district-wide school safety team in the completion and yearly update of the district-wide school safety plan and the coordination of the district-wide plan with the building-level emergency response plans;*
- (c) ensure staff understanding of the district-wide school safety plan;*
- (d) ensure the completion and yearly update of building-level emergency response plans for each school building;*
- (e) assist in the selection of security related technology and development of procedures for the use of such technology;*
- (f) coordinate appropriate safety, security, and emergency training for district and school staff, including required training in the district-wide school safety plan and building-level emergency response plan(s);*
- (g) ensure the conduct of required evacuation and lock-down drills in*

As district administrators and the district-wide safety team develops or reviews and revises their district plan, it is recommended that you consider the following guiding principles.

*Leadership is needed throughout the planning process and the school year to build and maintain the momentum for effective planning.*

*Don't reinvent the wheel; build upon existing plans and activities and draw on the experiences of others.*

*Know the legislative and regulatory requirements, and how your district and schools plan to meet/have met them.*

*Effective planning takes time. The planning process must include adequate time to ensure broad participation and active involvement of key partners in the development of plans.*

*Plans should be developed through an open process with broad community participation. Students, parents, teachers, school leaders, public safety agencies and other key partners should be involved in plan development in a meaningful way. Broad participation by community members will gain their acceptance and support of school plans.*

*Planning should be comprehensive, encompassing activities from early prevention through crisis response.*



<p>at least thirty days prior to its adoption by the Board of Education  30-day public comment period began on:  (date) _____ and ended on _____  <i>CR §155.17(c)(3)</i></p>	<p>plan announced?</p> <ul style="list-style-type: none"> <li>• How will comments be collected (email, etc.)?</li> <li>• Where is the plan posted during the public comment period? Is it readily accessible to the public?</li> </ul>	<input type="checkbox"/> partially in place <input type="checkbox"/> not addressed
<p>At least one public hearing that provided for the participation of school personnel, parents, students, and any other interested parties, was held prior to adoption of the plan.</p> <p>Date of Public Hearing: _____  <i>CR §155.17(c)(3)</i></p>	<ul style="list-style-type: none"> <li>• How was the public hearing for the plan announced?</li> <li>• Is the public hearing on a day and time that encourages participation?</li> </ul>	<input type="checkbox"/> in place <input type="checkbox"/> partially in place <input type="checkbox"/> not addressed

The district-wide school safety plan must be posted on the district website.

The URL must be submitted to the Education Department to comply with the requirement that the plan be submitted to the Commissioner within 30 days from adoption and no later than October 1 *CR §155.17(c)(3)*

The date the District-Wide School Safety Plan was posted on District Website:

\_\_\_\_\_

URL of District-Wide School Safety Plan on District Website:

\_\_\_\_\_

*URL was verified/checked to be sure the link is*



lockout, etc.) and when they are used.

- How

CR §155.17(c)(1)(iii)

- evaluated to determine their impact in the district?
- Have strategies been developed for improving







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*Note: Effective July 1, 2025, training must include a description of the roles and responsibilities of the building-level emergency response team, the building-level Incident Command System including the roles and responsibilities of designated staff, and the building level-*



the district chief emergency officer whose duties shall include, but not be limited to:

- (a) coordination of the communication between school staff, law enforcement, and other first responders;
- (b) lead the efforts of the district-wide school safety team in the completion and yearly update of the district-wide school safety plan and the coordination of the district-wide plan with the building-level emergency response plans;
- (c) ensure staff understanding of the district-wide school safety plan;
- (d) ensure the completion and yearly update of building-level emergency response plans for each school building;
- (e) assist in the selection of security related technology and development of procedures for the use of such technology;
- (f) coordinate appropriate safety, security, and emergency training for district and school staff, including required training in the districtwide school safety plan and building-level emergency response plan(s);
- (g) ensure the conduct of required evacuation and lock-down drills in a trauma-informed, developmentally, and age-appropriate manner that does not include props, actors, simulations, or other tactics intended to mimic a school shooting or other act of violence or emergency in all district buildings as required by section 807 of the Education Law; and
- (h) ensure the completion and yearly update of building-level emergency response plans by the dates designated by the commissioner.

*CR §155.17(c)(1)(xix)*

The District Chief School Safety Officer is  
(name) \_\_\_\_\_, appointed on  
(date) \_\_\_\_\_

parents?

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<ul style="list-style-type: none"> <li>e. Protocols in the event an employee is exposed to a known case of the disease, exhibits symptoms of the disease, or tests positive for the disease to prevent the spread or contraction in the workplace.</li> <li>f. Protocols for documenting hours and work locations, including off-site visits, for essential employees.</li> <li>g. Protocols for working with the employer's locality to identify sites for emergency housing for essential employees.</li> <li>h. Protocols for implementing any other requirements determined by the Department of Health such as contact tracing or testing, social distancing, hand hygiene and disinfectant, or mask wearing.</li> </ul>		
<p>By October 1 of each school year, the superintendent and chief school administrator have provided written information to all students and staff about emergency procedures. <i>CR §155.17(g)</i></p>	<ul style="list-style-type: none"> <li>• Include copy of written emergency procedures. (Do not include confidential information.)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> in place</li> <li><input type="checkbox"/> partially in place</li> <li><input type="checkbox"/> not addressed</li> </ul>

The district is aware of and has planned for how all school buildings will comply with mandated drill requirements, as described below. Drills will

- be conducted in a trauma-informed, developmentally, and age-appropriate manner and not include props, actors, simulations, or other tactics intended to mimic a school shooting, incident of violence, or other emergency;
- occur after annual training in emergency procedures has been provided to students and staff;
- be completed on different dates, days of the week and during different times of the school day.
- parents or persons in parental relation shall be given advance notice of each drill being conducted within one week preceding any such drill.

Required Drills:

- eight evacuation drills each year; six must be completed between September 1 and December 31 each school year. Four of the required drills must be through use of the fire escapes on buildings where fire escapes are provided or through the use of identified secondary means of egress, such as through different corridors, hallways, stairways, and exit doors. Students shall be instructed in the procedure to be followed if a fire occurs during the lunch period or assembly, provided, however, that such additional instruction may be waived where a drill is held during

