

Kathleen R. DeCataldo, Esq.
Assistant Commissioner

8-M EB

Phone: (518) 486-6090

Email: StudentSupportServices@nysed.gov

Web: <http://www.p12.nysed.gov/sss/>

July 17, 2023

To: Charter School Leaders

From: Kathleen R. DeCataldo



Subject: Updating and Submitting 2023-24 School Year Building-Level Emergency Response Plans and Information Related to District-Wide School Safety Plans

This memo includes important information about updating and submitting building-level emergency response plans and information related to district-wide school safety plans for the 2023-24 school year. As appropriate, please share this information with members of your district-wide school safety team and/or TJETEMC Q/Span AMCID 20 BDC q0 0 612 792 reW* nBT0 g311.93 342.05 Td20TjETEMC Q/Span A

wide" school safety plan and, after appropriate public comment period and board adoption, post the plan on the school's website and submit the URL to NYSED.

Charter school location	Building-level ERP
-------------------------	--------------------

Resources

New resources include the [Emergency Response Planning Video Series](#) that consists of 13 short video modules designed to support districts and schools in developing their district-wide school safety plan and their building-level emergency response plan. The videos include a process for reviewing and revising your plans, information on the required content for the plans, and tips for submitting the plans. The [Plan Development Resource Packet for Districts and Schools](#) includes detailed information about developing safety plans, including worksheets for developing annexes, post-drill review forms, how to design tabletop exercises, and more. We have also developed two self-assessment checklists that are easy-to-use overviews of the requirements with suggested considerations when planning for emergencies – there is one for the [building-level emergency response plan](#), and one for the [district-wide plan](#). The [Quick Guide to Emergency Response Planning Requirements](#) gives side-by-side comparison of requirements for the district-wide school safety plan and the building-level emergency response plan. [The NY State Emergency Response Terms “card”](#) has recently been updated with pictographs that add a visual component to the Shelter-in-Place, Hold-in-Place, Evacuate, Lockout and Lockdown terminology and recommended actions.

In addition, we created a four-video series to guide school and district officials in preparing for, conducting, and assessing your lockdown drill practices, called [Lockdown Drills 101: Preparing For, Conducting, and Assessing Your Practices](#) as well as a resource

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](#).

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

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](#).
- ‡

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

