

THE STATE EDUCATION DEPARTMENT

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

education or governing body and is made available for a 30 day public comment period before it is adopted.

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 (Md7denddir1 (i)-dnnk MCIIdment/MCIde516.96 Tsarea7 (i)-3 (s)-6 90

<https://www.nyscfss.org/annual-safety-login>.

* Schools are encouraged to conduct the training for 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 | De](#)