

# Building-Level Emergency Response Plan

## Self-Assessment

for use by School and District Administrators

Name of School: \_\_\_\_\_ School Institution Code: \_\_\_\_\_  
Name of District: \_\_\_\_\_ District Institution Code: \_\_\_\_\_  
Date Self-Assessment was Completed: \_\_\_\_\_ Self-Assessment Completed by: \_\_\_\_\_

**Instructions:** This Self-Assessment may be used by administrators to review the **Building-Level Emergency Response Plan** for compliance with [Education Law §2801-a](#) and [Commissioner's Regulation §155.17](#). Included are a listing of items that are required at a minimum, with space to identify if required components are: in place, partially in place, or not addressed. Additional information and resources are available at: <http://www.p12.nysed.gov/sss/ssae/schoolsafety/save/>.

Note: this document is intended for internal use only. The school should retain this document with a copy of the School's Building-Level Emergency Response Plan, do not submit this document to the State Education Department. **Please do not disclose any confidential information in this document.**

Statute and regulation require that the building-level emergency response plan be developed by the building-level emergency response team. Each building-level emergency response team shall be appointed by the building principal, in accordance with regulations or guidelines prescribed by the board of education, chancellor or other governing body. Such building-level teams shall include but not be limited to representatives of teacher, administrator, and parent organizations, school safety personnel and other school personnel, community members, law enforcement officials, fire officials or other emergency response agencies, and any other representatives the board of education, chancellor or other governing body deems appropriate.

Each board of education, chancellor or other governing body or officer shall ensure that a copy of each building-level emergency response plan and any amendments thereto, is filed with the appropriate local law enforcement agency and with the State Police within 30 days of its adoption. Building-level emergency response plans are to be submitted to State Police by submitting electronically via the New York State Education Department (NYSED) business portal.

The building-level emergency response plan shall be kept confidential, including but not limited to the floor plans, blueprints, schematics or other maps of the school interior, school grounds and road maps of the immediate surrounding area, and shall not be disclosed except to authorized department or school staff, and law enforcement officers, and shall include (at a minimum) the elements described on the following pages.

Required Component with Regulatory Citation	In Compliance/ Complete	Partial Compliance/ Partially Completed	No Evidence of Completion	Comments/Action Needed
<b>Building-level Emergency Response Team and Building-Level Emergency Response Plan Development, Adoption and Submission to Local Law Enforcement and State Police</b>				
<p>The <b>Building-level Emergency Response Team</b> was appointed by the School Principal on (date) _____</p> <p><i>CR §155.17(b)(12)</i></p> <p>Notes:</p>				
<p>The <b>Building-level Emergency Response Team</b> includes:</p> <ul style="list-style-type: none"> <li>• representatives of teacher, administrator, and parent organizations;</li> <li>• school safety personnel;</li> <li>• other school personnel;</li> <li>• community members;</li> <li>• local law enforcement officials;</li> <li>• local ambulance;</li> <li>• fire officials or other emergency response agencies;</li> <li>• and any other representatives the school board, chancellor or other governing body deems appropriate.</li> </ul> <p><i>CR §155.17(b)(12)</i></p> <p>Notes:</p>				
<p>The <b>Building-level Emergency Response Team</b> conducted an annual review and updates to the <b>Building-level Emergency Response Plan</b> on:</p> <p>(date) _____</p> <p><i>CR §155.17(a), CR §155.17(b)(12)</i></p> <p>Notes:</p>				
<p>The <b>Building-level Emergency Response Plan</b> was submitted to State Police by inputting information in the Safe Schools application via the State Education Department business</p>				

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<p>portal on:</p> <p>(date) _____</p> <p><i>CR §155.17(c)(3)</i></p> <p><i>Notes:</i></p>				
<p>The <b>Building-level Emergency Response Plan</b> was submitted to the following Local Law Enforcement agencies:</p> <p>Law Enforcement Agency _____</p> <p>(date) _____</p> <p>Law Enforcement Agency _____</p> <p>(date) _____</p> <p>Law Enforcement Agency _____</p> <p>(date) _____</p> <p>Law Enforcement Agency _____</p> <p>(date) _____</p> <p>Law Enforcement Agency _____</p> <p>(date) _____</p> <p><i>CR §155.17(c)(3)</i></p> <p><i>Notes:</i></p>				

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<p>The <b>Emergency response team</b> is building-specific and has been designated by the building-level emergency response team. The Emergency response team assists the school community in responding to a violent incident or emergency and includes:</p> <ul style="list-style-type: none"> <li>• school personnel;</li> <li>• law enforcement officials;</li> <li>• fire officials; and</li> <li>• representatives from local, regional and/or State emergency response agencies.</li> </ul> <p><i>CR §155.17(b)(15)</i></p> <p><i>Notes:</i></p>				
<b>Plan Content: the following items are the minimum components required by statute and regulation for the Building-Level Emergency Response Plan</b>				
<p>i. The building-level emergency response plan includes policies and procedures for the response to emergency situations, such as those requiring evacuation, sheltering, and lock-down, and includes, at a minimum, the description of plans of action for:</p> <ul style="list-style-type: none"> <li>• evacuation;</li> <li>• sheltering;</li> <li>• lock-down;</li> <li>• evacuation routes;</li> <li>• shelter sites;</li> <li>• procedures for addressing medical needs;</li> <li>• transportation; and</li> <li>• emergency notification to persons in parental relation to a student.</li> <li>• <i>CR §155.17(c)(2)(i)</i></li> </ul> <p><i>Notes:</i></p>				
<p>ii. The building-level emergency response plan includes designation of an <b>emergency response team</b>, other appropriate incident response teams, and a <b>post-incident response team</b>.</p> <p><i>CR §155.17(c)(2)(ii)</i></p> <p>The <b>Emergency Response Team</b> is building-specific and has been designated by the building-level emergency response team. The Emergency Response Team assists the</p>				

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<p>iii. The building-level emergency response plan includes floor plans, blueprints, schematics or other maps of the school interior, school grounds and road maps of the immediate surrounding area.</p> <p><i>CR §155.17(c)(2)(iii)</i></p> <p><i>Notes:</i></p>				
<p>iv. The building-level emergency response plan includes information about the internal and external communication systems in emergencies.</p> <p><i>CR §155.17(c)(2)(iv)</i></p> <p><i>Notes:</i></p>				
<p>v. The building-level emergency response plan includes definition of the chain of command in a manner consistent with the National Incident Management System (NIMS)/Incident Command System (ICS).</p> <p><i>CR §155.17(c)(2)(v)</i></p> <p><i>Notes:</i></p>				

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<p>vi. The building-level emergency response plan includes a description of the plan for coordination of the building-level emergency response plan with the statewide plan for disaster mental health services to assure that the school has access to Federal, State and local mental health resources in the event of a violent incident. <i>CR §155.17(c)(2)(vi)</i></p> <p>Notes:</p>				
<p>vii. The building-level emergency response plan includes a description of the procedures for an annual review of the building-level emergency response plan and the conduct of drills and other exercises to test components of the building-level emergency response plan, including the use of tabletop exercises, in coordination with local, county, and State emergency responders and preparedness officials. <i>CR §155.17(c)(2)(vii)</i></p> <p>Notes:</p>				
<p>viii. The building-level emergency response plan includes a description of the policies and procedures for securing and restricting access to the crime scene in order to preserve evidence in cases of violent crimes on school property. <i>CR §155.17(c)(2)(viii)</i></p> <p>Notes:</p>				
<p>ix. In the case of a school district, except in a school district in a city having more than one million inhabitants, emergency response plan includes certain information about each educational agency located in the school district, including information on school population, number of staff, transportation needs and the business and home telephone numbers of key officials of each such agency. <i>CR §155.17(c)(1)(ix)</i></p> <p>Notes:</p>				

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<b>Informing Students and Staff of Emergency Procedures and Evacuation and Emergency Drills</b>				
<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> <p><i>Notes:</i></p>				
<p>There is a plan in place for how the school building will comply with mandated drill requirements, as described below.</p> <ul style="list-style-type: none"> <li>○ Procedures for review and the conduct of drills and exercises to test components of the emergency response plan, including for the regular school year, regular school day. (EL §807.1)</li> <li>○ Eight evacuation drills and four lock-down drills each year, eight of the required drills must be completed by December 31 each school year. (EL §807.1)</li> <li>○ 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.(EL §807.1)</li> <li>○ Drills will be conducted at different times of the school day. (EL §807.1)</li> <li>○ Pupils shall be instructed in the procedure to be followed in the event that a fire occurs during the lunch period or assembly. (EL §807.1)</li> <li>○ The school board will ensure that information about drills be provided in the teacher’s manual or handbook. (EL §807.2)</li> <li>○ In addition to required lockdown and evacuation drills, at least one early dismissal drill will be conducted each school year that is no more than 15 minutes before the normal dismissal time, procedures must include <ul style="list-style-type: none"> <li>▪ notifying parents and guardians at least one week prior to the drill; and</li> <li>▪ testing the usefulness of the communications and transportation system during emergencies. (CR §155.17(h))</li> </ul> </li> <li>○ The following additional drill requirements apply for residential schools, summer school, after school programs, events or performances (EL §807.1-a) <ul style="list-style-type: none"> <li>▪ four additional drills must be held in each school year during the hours after sunset and before sunrise in school buildings in which students are provided with sleeping accommodations. (EL §807.1-a)</li> <li>▪ at least two additional drills must be held during summer school in buildings where summer school is conducted, one must be held during the first week of summer school. (EL §807.1-a)</li> <li>▪ for after-school programs, events or performances conducted within a school building and include persons who do not regularly attend classes in</li> </ul> </li> </ul>				

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<p>the building, the principal or other person in charge of the building must require the teacher or person in charge of the after-school program, event or performance notify attendees of the procedures to be followed in an emergency. (EL §807.1-a)</p> <p><i>Notes:</i></p>				
<p><i>Additional Information:</i></p>				