



The New York State Center for School Safety
Providing support to schools, families, and communities

Proposed Amendments to Commissioner's Regulations §155.17

August 7, 2024



New York State Education Department



New York State Center for School Safety



Welcome!



New York State
EDUCATION DEPARTMENT
Knowledge > Skill > Opportunity

Office of Student Support Services



New York State
Center for School Safety

Michele Shahen
Joanna Brierton
Abigail Davies

Kathy Oboyski-Butler
Jennifer Pincoski
Jen Elliott
Brittany Hecker



Proposed Amendments to CRR §155.17

Two amendment packages related to District-Wide School Safety plans, Building-Level Emergency Response plans, and emergency drills were shared at the April 15, 2024, Board of Regents meeting. The first package was adopted by the Board of Regents during the 7/15/24 meeting.



Summary of Adopted Amendments

July 31, 2024

- ❖ Trauma, Trauma-Informed
- ❖ Trauma-Informed Drills – notification of parents, announced as drill, no simulations
- ❖ Full-scale exercises outside of school day, no students without permission

- ❖ If Threat Assessment teams exist, include in District Wide School Safety Plan and in annual staff training
- ❖ Floor plans and area maps
- ❖ Early dismissal drill
- ❖ Bus drivers and monitors



Summary of Proposed Amendments

July 1, 2025

❖ Emergency Response Terms

- Secure Lockout
- Building Level Emergency Response Plan
- Annual training requirements



Amendments to CRR §155.17

The first set of regulation changes
went into effect **July 31, 2024**.

A detailed explanation can be found
[in this July 11, 2024 memo](#)
from NYSED.



Amendments to Commissioner's Regulations §155.17 July 31, 2024

Amendments to the requirements

Bus drivers and monitors

- District Wide School Safety Team
- Building Level Emergency Response **Planning** Team
- District Wide School Safety Plan: policies & procedures that apply to school personnel

School Health Personnel

Post Incident Response Team

CRR §155.17 (b)(12),(14),(16); (c)(1)(i),(ii),(iii),(xii)



Amendments to Commissioner's Regulations §155.17
July 31, 2024

Amendments to the requirements:
New Definitions

Trauma

Trauma means an emotional response to a deeply distressing or disturbing experience such as, but not limited to, an act of violence natural disaster, abuse, neglect, or loss.

Trauma Informed

Trauma-informed means an understanding of what trauma is and how it affects the physical, emotional, and mental health of students and adults.

Trauma Informed Drills

Trauma-informed drills means avoiding tactics in training or drills that may introduce or activate prior trauma, such as use of props, actors, simulations, or other tactics intended to mimic a school shooting, incident of violence, or other emergency, or inclusion of developmentally or age-inappropriate content; and to recognize that drills may inadvertently prompt a negative emotional or psychological response in staff or students because of previous exposure(s) to trauma.



Amendments to Commissioner's Regulations §155.17

July 31, 2024

Amendments to the requirements: District Wide School Safety Plan & Building Level Emergency Response Plan

- Drills and training are conducted in a trauma-informed, developmentally and age-appropriate manner.
- Do not include props, actors, simulations, or other tactics intended to mimic a school shooting, incident of violence, or other emergency.
- Students and staff are informed when a school is conducting a drill (except for evacuation drills).
- Included in the duties of the Chief Emergency Officer.



Amendments to Commissioner's Regulations §155.17

July 31, 2024

Implementation Tips

- The **number** of required drills and the **type** of required drills **remains the same.**
- Training and drills are essential, so **everyone** knows what to do during an emergency.
- The goal is to **practice and prepare**, *not to scare!*
- Your team is *already rich* in resources:
social workers, counselors, psychologists, nurses, special education staff, pupil personnel services



Proposed Changes to Commissioner's Regulations §155.17 July 31, 2024

Amendments to the requirements: **Building Level Emergency Response Plan**

Drills shall:

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.

CRR §155.17 (c)(2)(vii)(b),(c)



Amendments to Commissioner's Regulations §155.17

July 31, 2024

Implementation Tips

- Training is an opportunity! Share information about how the drill is announced, what will happen, what to do, how the drill is released (or ended).
- Use consistent language.
- Debrief with students & staff to answer questions and identify who might need additional support.
- Debrief with your team. Revise your plan to reflect lessons learned.



Amendments to Commissioner's Regulations §155.17 July 31, 2024

Amendments to the requirements: **District Wide School Safety Plan**

Schools and districts may participate in full scale-exercises with local and county emergency responders and preparedness officials.

If the exercises include props, actors, simulations, or tactics to mimic a school shooting, act of violence, or emergency:

- not conducted on a regular school day or when school activities are occurring on school grounds.
- may not include students without written consent from parents or persons in parental relation.

CRR §155.17 (c)(1)(xiv)(3)



Amendments to Commissioner's Regulations §155.17 July 31, 2024

Amendments to the requirements: **District Wide School Safety Plan**

- Procedures and timeframes for notification of parents or persons in parental relation regarding drills and other emergency response training(s) that include students. Notice to parents and those within parental relation regarding drills must be made within one week before each drill.
- Policies and procedures for obtaining written consent for participation in full-scale exercises.

CRR §155.17 (c)(1)(xiv)



Amendments to Commissioner's Regulations §155.17

July 31, 2024

Implementation Tips

- District-specific procedures are required for **how and when** you will notify parents about drills.
- Share information in different formats throughout the year.
- Consider annual letters, presentations, webpages, social media...



Amendments to Commissioner's Regulations §155.17 July 31, 2024

Clarification

Tabletop exercises **may** be utilized by school and district safety teams as a training resource and may include a discussion-based activity for staff in an informal classroom or meeting type setting to discuss their roles during an emergency and their responses to a sample emergency situation.

CRR §155.17 (c)(1)(xiv)(2)



Amendments to Commissioner's Regulations §155.17
July 31, 2024

Amendments to the requirements:
District Wide School Safety Plan

Where utilized, the plan shall provide a description of the establishment or participation in school, district, or county **multi-disciplinary behavioral assessment team(s)** and its purpose.

Annual staff training shall include information regarding the purpose and procedures of such team.

CRR §155.17 (c)(1)(i)



Implementation Tips

Information your staff needs to know

Consider:

- Types of behavior or situations they should report.
- How concerns are reported.
- Who receives the report.
- What information should be included in the report.
- Investigation processes and procedures.
- Information provided to parents.
- Support provided for students, staff, parents.



Amendments to Commissioner's Regulations §155.17 July 31, 2024

Clarification **Fire and Emergency Drills**

One Emergency Dismissal drill shall be conducted to test emergency response procedures that require early dismissal, at a time not to occur more than 15 minutes earlier than the normal dismissal time.

CRR §155.17 (h)(1)(ii)



Implementation Tips

Early dismissal is an opportunity to test systems and procedures:

- ✓ Notification systems
- ✓ Record keeping systems
- ✓ Transportation systems (including students who walk)
- ✓ Communication systems
- ✓ Students practice where they will go in the event of an emergency



Amendments to Commissioner's Regulations §155.17
July 31, 2024

Clarification:
Building Level Emergency Response Plan

Floor plans, blueprints, schematics, or other maps of the school interior, school grounds, and road maps of the immediate surrounding area are clearly labeled and readily understandable to first responders navigating the building and grounds.

CRR §155.17 (c)(2)(iii)



Amendments to Commissioner's Regulations §155.17 July 31, 2024

Clarification: **Building Level Emergency Response Plan** **Floor Plans**

- school name & address
- key to define symbols
- compass indicating North
- building entrances/exits with identifiers (e.g., “Door A” or “Entrance 2”)
- windows, interior doors, room numbers
- common areas, administrative offices labeled by use
- water, gas and electrical shutoffs
- fire alarm panels, fire sprinkler control valves, and if applicable fire department key boxes
- emergency & security equipment

CRR §155.17 (c)(2)(iii)(a)



Amendments to Commissioner's Regulations §155.17
July 31, 2024

Clarification: **Building Level Emergency Response Plan**
Area Maps

- school name & address
- key to define symbols
- compass indicating North
- labeled buildings, outbuildings, fields, parking lots
- building entrances/exits with identifiers (e.g., “Door A” or “Entrance 2”)
- parking area and property entrances/exits
- fire lanes and fire apparatus access roads
- evacuation routes
- street names
- emergency response areas



Amendments to Commissioner's Regulations §155.17 July 31, 2024

Safety Plan due dates remain September 1st each year.
Due dates did not change

The **number** of required drills and the **type** of required drills
remains the same.



Proposed Amendments to CRR §155.17



***The second set of regulation
changes***

will go into effect on
July 1, 2025.

A full explanation is available in
[a second memo from NYSED](#)
dated April 4, 2024.



Amendments to Commissioner's Regulations §155.17
July 1, 2025

Statewide standardization in Emergency Response Terms

- Consistent terms to reduce confusion & misunderstandings
- Lockout and Lockdown terms were confused
- All responses in Building Level Emergency Response Plan
- Included in annual training by September 15th

Term change from LOCKOUT to SECURE LOCKOUT

CRR §155.17 (b)(8),(9),(10),(11),(12)



Amendments to Commissioner's Regulations §155.17 July 1, 2025

Shelter and shelter-in place mean keeping students in school buildings and providing them with shelter when it is deemed safer for students to remain inside rather than to return home or be evacuated.

Hold and Hold-in place mean the restriction of movement of students and staff within the building while dealing with short term emergencies.

Evacuate and evacuation mean to move students for their protection from a school building to a predetermined location in response to an emergency.

Secure Lockout means students and staff remain inside locked and secured school buildings during incidents that pose an imminent concern outside the school.

Lockdown means to immediately clear the hallways, lock and/or barricade doors, hide from view, and remain silent while readying a plan of evacuation as a last resort. Lockdown will only end upon physical release from the room or secured area by law enforcement. Lockdown is initiated during incidents that pose an immediate threat of violence in or around the school.



Amendments to Commissioner's Regulations §155.17 July 1, 2025

NY STATE EMERGENCY RESPONSE TERMS

Effective July 1, 2025

SCHOOL NAME:

911 ADDRESS:



SHELTER-IN-PLACE

SHELTER STUDENTS AND STAFF INSIDE THE BUILDING BECAUSE IT IS SAFER INSIDE THE BUILDING THAN OUTSIDE.

RECOMMENDED ACTIONS:

- Listen for instructions about the situation and your actions.
- Students in hallways should return to assigned classroom, if possible.
- Classroom teachers, take attendance.
- All other staff assist students, as needed.
- Move away from windows, if situation warrants.
- If instructed, move out of classroom to designated safe area. Stay together at all times.
- Take Attendance.
- Listen for updates.



HOLD-IN-PLACE

RESTRICT MOVEMENT OF STUDENTS AND STAFF WITHIN THE BUILDING WHILE DEALING

RECOMMENDED ACTIONS:

- Listen for instructions about the situation and your actions.
- Students in hallways should return to assigned classroom, if possible.
- Classroom teachers, take attendance.
- All other staff assist students, as needed.
- Listen for updates.



EVACUATE

EVACUATE STUDENTS AND STAFF FROM THE BUILDING.

RECOMMENDED ACTIONS:

- Listen for instructions about the situation and your actions.
- Bring attendance list and class roster.
- Close the classroom door after exiting.
- Take attendance when safe to do so.
- If evacuating off site, take attendance before moving from and upon arrival at off site location.
- Listen for updates.



SECURE LOCKOUT

STUDENTS AND STAFF REMAIN INSIDE LOCKED SCHOOL BUILDINGS DURING INCIDENTS

RECOMMENDED ACTIONS:

- Listen for instructions about the situation and your actions.
- Lock all exterior doors and windows.
- Leave blinds/lights as they are.
- Take Attendance.
- After initial instructions, listen for updates.
- Classroom instruction continues as normal.
- All outdoor activities are terminated.
- Listen for updates.



LOCKDOWN

SECURE STUDENTS AND STAFF INSIDE LOCKED CLASSROOMS DURING INCIDENTS THAT POSE AN **IMMEDIATE THREAT OF VIOLENCE** IN OR AROUND THE SCHOOL.

RECOMMENDED ACTIONS:

- Listen for instructions about the situation and your actions.
- If safe, gather students from hallways and common areas near your classroom.
- Lock your door. Barricade if necessary.
- Move students to a safe area in the classroom out of sight of the door.
- Leave windows, blinds/lights as they are.
- Keep everyone quiet. Silence cell phones.
- Take attendance, if possible.
- Do not communicate through door or answer room phone.
- Do not respond to P.A. announcements or fire alarm.
- Stay hidden until physically released by law enforcement personnel.

DRAFT - Under Construction



Amendments to Commissioner's Regulations §155.17

July 1, 2025

Annual Multi-Hazard School Safety Training for staff and students by September 15th

Including, but not limited to:

- Building Level Emergency Response Team: roles & responsibilities
- Incident Command System: roles & responsibilities
- Building-Level Emergency Response Plan procedures for:
 - Shelter/shelter-in-place
 - Hold/hold-in-place
 - Evacuation
 - Secure Lockout
 - Lockdown
- Procedures for conducting drills
- Violence Prevention and Mental Health

CRR §155.17 (c)(1)(xii)



Building Level Emergency Response Plan Policies & procedures for each emergency response

- Plans of action for students & staff
- Recommended emergency response action in response to potential threats and hazards
- Evacuation routes
- Shelter sites
- Addressing medical needs
- Considerations for the access and functional needs of students and staff
- Transportation
- Emergency notification to parents
- Procedures for reunification



Summary of Adopted Amendments

July 31, 2024

- ❖ Trauma, Trauma-Informed
- ❖ Trauma-Informed Drills – notification of parents, announced as drill, no simulations
- ❖ Full-scale exercises outside of school day, no students without permission

- ❖ If Threat Assessment teams exist, include in District Wide School Safety Plan and in annual staff training
- ❖ Floor plans and area maps
- ❖ Early dismissal drill
- ❖ Bus drivers and monitors



Summary of Proposed Amendments

July 1, 2025

❖ Emergency Response Terms

- Secure Lockout
- Building Level Emergency Response Plan
- Annual training requirements



Board of Regents Meeting Dates



✓ September 9 – 10, 2024

<https://www.regents.nysed.gov/meetings>



Resources



- ❖ [Floor Plan and Area Map Tip Sheet](#)
- ❖ [Safety Plan Development Resource Packet](#)
- ❖ [District-Wide School Safety Plan Self-Assessment](#)
- ❖ [Building Level Emergency Response Plan Self-Assessment](#)
- ❖ [Lockdown Drills 101: Preparing For, Conducting, and Assessing Your Practices](#)
- ❖ [Conducting Trauma-Informed Drills in New York State](#)



FAQs





Share your thoughts about this session!



<https://measurement.welcomesyourfeedback.com/s/wf0807>



New York State
Center for School Safety

New York State Center for School Safety

[Jennifer Pincoski](#)

[Kathy Oboyski-Butler](#)

[Jen Elliott](#)

844-897-9567 or 800-330-1420 (ext. 205)

www.NYSCFSS.org

@NYSCFSS on Twitter

New York State Education Department

Office of Student Support Services

Michele Shahen

518-486-6090

SafetyPlans@nysed.gov

<https://www.p12.nysed.gov/sss/>



New York State
EDUCATION DEPARTMENT
[Knowledge](#) > [Skill](#) > [Opportunity](#)