

Quick Guide to Emergency Response Plan Requirements in Education Law §§ 807 and 2801-a,

District-wide school safety plans and building-level emergency response plans are designed to prevent or minimize the effects of violent incidents and emergencies and to facilitate the coordination of schools and school districts with local and county resources in the event of such incidents or emergencies.

Education Law §2801-a and _____ to create several different safety teams, including:

- **District-wide school safety team:** one per district, is responsible for developing the district-wide school safety plan
- **Building-level emergency response team:** one for each building within a district is responsible for:
 - developing the building-level emergency response plan
 - appointing the Emergency Response Team
 - appointing the Post-Incident Response Team
 - appointing any other Incident Response Team(s) deemed necessary
- **Emergency response team:** one for each building within a district, appointed by the building-level emergency response team, members have specific roles or responsibilities during an incident or emergency
- **Post-incident response team:** one for each building within a district, appointed by the building-level emergency response team, has responsibility for helping the school community with the aftermath of a violent incident or emergency

District-Wide School Safety Plan

The **district-wide school safety team** shall be appointed by the board of education or chancellor in NYC and shall include, but not be limited to representatives of:

- School board
- Teacher organizations
- Administrator organizations
- Parent organizations
- School safety personnel
- Student*
- Other school personnel including bus drivers and monitors

**a student may be allowed to participate on the district-wide school safety team, provided however, that no portion of a confidential building-level emergency response plan be shared with such student nor shall such student be present where details of a confidential building-level emergency plan or confidential portions of a district-wide school safety plan be discussed.*

Building-Level Emergency Response Plan

The **building-level emergency response team** appointed by the building principal, in accordance with guidelines prescribed by the board of education or chancellor in NYC and includes, but not limited to representatives of:

- Teacher organizations
- Administrator organizations
- Parent organizations
- School safety personnel
- Other school personnel including bus drivers and monitors
- Community members
- Local law enforcement officials
- Fire officials
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The District-Wide School Safety Plan must include at a minimum:

Policies and procedures for responding to:

The **Building-Level Emergency Response Plan** must include the following elements:

Policies and procedures for response to emergency situations, such as those requiring evacuation, sheltering, and lockdown. These policies shall include at a minimum, evacuation routes, shelter sites, and procedures for addressing medical needs, transportation and emergency notification of parents and guardians, and emergency responder access to locked buildings and grounds during emergencies.

A copy of the plan must be filed with the state police and local law enforcement within 30 days of adoption, but no later than October 1 each year. Schools must submit their plan via the through the New York State Education Department Business Portal. Schools should contact local law enforcement to determine the preferred procedure for submitting the plan to local law enforcement.

Designation of an emergency response team, and a post-incident response team and other appropriate incident response teams:

Emergency Response Team:

- School personnel
- Local law enforcement officials
- Representatives from local, regional, and State emergency response agencies
- Other appropriate incident response persons

Post-Incident Response Team

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