



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

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August 1, 2018

To: District Superintendents of BOCES  
Superintendents of Public School Districts  
Principals of Public Schools Outside NYC  
Charter School Leaders of Charter Schools Outside NYC

From: Kathleen R. DeCataldo

Subject: Updating School Building-Level Emergency Response Plans for the 2018-19 School Year

As you are aware, Education Law §2801-a and Commissioner's regulation §155.17 require that each public school and BOCES develop and annually update a confidential building-level Emergency Response Plan (ERP) that includes details about how school personnel and students would respond to different types of emergency situations that may occur in their school. These confidential ERPs include information about the school, key staff, floor plans, and detailed response procedures. If an emergency does occur in a school, it is essential that law enforcement have access to the information included in these plans. As such, it is a requirement that each year, every public school and BOCES update and submit their building-level ERP to both the State Police and local law enforcement within 30 days of adoption, but no later than October 15.

Last school year, schools fulfilled the requirement to submit building-level ERPs to the State Police by submitting plans electronically via the New York State Education Department (NYSED) business portal. For the 2018-19 school year, administrators must review the plan submitted in 2017-18, make any necessary revisions, including uploading floor plans as a .pdf file, revising contact information and team members, updating any changes in procedures, and submit the plan by October 15, 2018. As was the case last year, submitting building-level ERPs via the online application will fulfill the requirement to submit the plan to the State Police. School officials must continue to share a copy of the building-level ERP with local law enforcement.

Information about the electronic submission process, as well as resources to aid in emergency planning can be found below. If you have questions or problems accessing the business portal or the SED Monitoring and Vendor Performance System, please contact the SEDDAS helpdesk at [SEDDAS@nysed.gov](mailto:SEDDAS@nysed.gov) or the office of Student Support Services at [StudentSupportServices@nysed.gov](mailto:StudentSupportServices@nysed.gov). If you have questions about the Building-Level Emergency Response Plan requirements, please contact [info@safeschools.ny.gov](mailto:info@safeschools.ny.gov).

## Accessing the application via the SED Business Portal

School Building ERPs must be submitted by the Chief Executive Officer\*\* of each school, using the following steps:

1. Go to <https://portal.nysed.gov/>
2. Click on the “Log In” button
3. Enter your existing SEDDAS username and password
4. Under the heading “My Applications,” click the link to “SED Monitoring and Vendor Performance System”
5. In the inbox public school staff will see “School ERP,” BOCES staff will see “BOCES ERP”
6. Click “View” to enter and review data
  - a. All floor plans must be uploaded as a .pdf document
  - b. It is recommended that you save your changes frequently
  - c. It is not required that you enter all data at once, you can save your changes and finish at a later time
  - d. The CIO of the school or district/BOCES must submit the ERP when all relevant information is entered
  - e. Screen shots of the entire survey, with all questions, and instructions are available to download from within the application

\*\* The Chief Executive Officer (CEO) of each public school, charter school and BOCES building as recorded in SEDREF ([https://portal.nysed.gov/pls/sedrefpublic/SED.sed\\_inst\\_qry\\_vw\\$.startup](https://portal.nysed.gov/pls/sedrefpublic/SED.sed_inst_qry_vw$.startup)) has been entitled to SED Monitoring and the Safe Schools electronic application in SEDDAS. If the CEO information in SEDREF is incorrect for your school, you may update it by following the instructions here: <http://www.oms.nysed.gov/sedref/home.html>.

Additional users may be entitled to the electronic application to enter information into a school building level emergency response plan as follows:

**Charter schools:** the CEO of a charter school can create new accounts for, and delegate access to existing users in the school for this application.

**Public schools and BOCES:**

the CEO of the *public school district or BOCES* (Super Delegated Administrator, or Super DA), or their Delegated/Entitlement Administrator (DAEA) or Entitlement Administrator (EA) must entitle any additional staff other than the CEO/principal of the school. If this requires creating a new account, then the CEO of the district (Super DA), the Delegated/Entitlement Administrator (DAEA) or the district Delegated Administrator (DA) must create the account, EA’s cannot create new accounts, they can only entitle existing account holders.

As always, thank you for your continued dedication to keeping our children and schools safe. Information and resources related to emergency response planning is on our website at: <http://www.p12.nysed.gov/ss/ssae/schoolsafety/save/> and below.

### **Emergency Planning Resources**

- US Department of Education
  - Office of Safe and Healthy Students, (OSHS), [Readiness and Emergency Management for Schools Technical Assistance Center \(REMS TA Center\)](#)
  
- Federal Emergency Management Agency (FEMA)
  - [Introduction to Incident Command Systems \(ICS\) for Schools](#)
  - [Developing and Maintaining Emergency Operations Plans, Comprehensive Preparedness Guide \(CPG\) 101](#)
  - [Guide for Developing High-Quality School Emergency Operations Plans](#)
  - [Multihazard Emergency Planning for Schools Toolkit](#)
  
- The Department of Homeland Security (DHS) and The Federal Emergency Management Agency (FEMA) sponsor the [Ready Campaign](#). Ready is a national public service advertising (PSA) campaign designed to educate and empower Americans to prepare for and respond to emergencies including natural and man-made disasters. The goal of the campaign is to get the public involved and ultimately to increase the level of basic preparedness across the nation, includes materials targeted to specific audiences, including schools.