

District-Wide School Safety Plan Self-Assessment

for use by School and District Administrators

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 District-Wide Safety Plan for compliance with [Education Law §2801-a](#) and [Commissioner's Regulation §155.17](#). Included are items that are required at a minimum, with space to identify if required components are: in place, partially in place, or not addressed. Note: this document is intended for internal use only. Districts should retain this document in district records, do not submit this document to the New York State Education Department. Additional information and resources are available at: <http://www.p12.nysed.gov/sss/ssae/schoolsafety/save/>.

Statute and regulation require that the superintendent, or superintendent's designee for each district, charter school and BOCES serve as the district chief emergency officer whose duties shall include, but not be limited to:

- (a) coordination of the communication between school staff, law enforcement, and other first responders;
- (b) lead the efforts of the district-wide school safety team in the completion and yearly update of the district-wide school safety plan and the coordination of the district-wide plan with the building-level emergency response plans;
- (c) ensure staff understanding of the district-wide school safety plan;
- (d) ensure the completion and yearly update of building-level emergency response plans for each school building;
- (e) assist in the selection of security related technology and development of procedures for the use of such technology;
- (f) coordinate appropriate safety, security, and emergency training for district and school staff, including required training in the emergency response plan;
- (g) ensure the conduct of required evacuation and lock-down drills in all district buildings as required by Education Law section 807;
- (h) ensure the completion and yearly update of building-level emergency response plans by the dates designated by the commissioner.

In addition, the statute and regulation require that each district, charter school and BOCES in the State designate a District-Wide Safety Team that must develop and annually update and submit a District-Wide School Safety Plan to the school board for adoption.

Prior to adoption, the district must hold at least one public hearing that provides for school personnel, student, and public participation, and the plan must be made available for public comment for at least 30 days. The plan must be adopted by the school board **by September 1** each year. Within 30 days from adoption, and no later than October 1, each district must post their District-Wide Safety Plan on their district website. The URL must be submitted to the Education Department to comply with the requirement that the plan be submitted to the Commissioner within 30 days from adoption.

Required Component with Regulatory Citation	In Compliance /Complete	Partial Compliance /Partially Completed	No Evidence of Completion	Comments/Action Needed
Plan Development, Adoption and Submission of Building Level Plan to Local Law Enforcement and State Police				
<p>The District-Wide School Safety Team was appointed by the Board of Education on: (date)_____.</p> <p><i>CR §155.17(b)(14)</i></p> <p>Notes:</p>				
<p>The District-Wide School Safety Team includes, but is not limited to representatives of:</p> <ul style="list-style-type: none"> • School board • Teacher organizations • Administrator organizations • Parent organizations • School safety personnel • Student* • Other school personnel <p><i>*At the discretion of the board of education, a student may be allowed to participate on the district-wide 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 safety plan be discussed.</i></p> <p><i>CR §155.17(b)(14)</i></p> <p>Notes:</p>				
<p>The District-Wide Safety Team conducted annual review and updates to the District-Wide Safety Plan on:</p>				

Required Component with Regulatory Citation	In Compliance /Complete	Partial Compliance /Partially Completed	No Evidence of Completion	Comments/Action Needed
<p>(date) _____ CR §155.17(a)</p> <p>Notes:</p>				
<p>The District-wide School Safety Plan was made available for public comment at least thirty days prior to its adoption by the Board of Education</p> <p>30-day public comment period began on: (date) _____ and ended on _____</p> <p>CR §155.17(c)(3)</p> <p>Notes:</p>				
<p>At least one public hearing that provided for the participation of school personnel, parents, students and any other interested parties, was held prior to adoption of the plan.</p> <p>Date of Public Hearing: _____</p> <p>CR §155.17(c)(3)</p> <p>Notes:</p>				
<p>The district-wide safety plan was posted on the district website. The URL must be submitted to the Education Department to comply with the requirement that the plan be submitted to the Commissioner within 30 days from adoption.</p> <p>Date District-Wide Emergency Plan was posted on District Website: _____</p> <p>URL of District-Wide Emergency Plan on District Website: _____</p>				

Required Component with Regulatory Citation	In Compliance /Complete	Partial Compliance /Partially Completed	No Evidence of Completion	Comments/Action Needed
<p><i>CR §155.17(c)(3)</i> <i>URL was verified/checked to be sure the link is working _____</i></p> <p><i>Notes:</i></p>				
Plan Content: the following items are the minimum components required by statute and regulation for the District-Wide Safety Plan				
<p>i. The plan includes policies and procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school, including threats by students against themselves, which may include threats of suicide <i>CR §155.17(c)(1)(i)</i></p> <p><i>Notes:</i></p>				
<p>ii. The plan includes policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school <i>CR §155.17(c)(1)(ii)</i></p> <p><i>Notes:</i></p>				
<p>iii. The plan includes appropriate prevention and intervention strategies, such as: (a) collaborative arrangements with State and local law enforcement officials, designed to ensure that school safety officers and other security personnel are adequately trained, including being trained to de-escalate potentially violent situations, and are effectively and fairly recruited; (b) nonviolent conflict resolution training programs; (c) peer mediation programs and youth courts; and (d) extended day and other school safety programs <i>CR §155.17(c)(1)(iii)</i></p> <p><i>Notes:</i></p>				

Required Component with Regulatory Citation	In Compliance /Complete	Partial Compliance /Partially Completed	No Evidence of Completion	Comments/Action Needed
iv. The plan includes policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident <i>CR §155.17(c)(1)(iv)</i> <i>Notes:</i>				
v. The plan includes a description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local governmental agencies (except in a school district in a city having a population of more than one million inhabitants) <i>CR §155.17(c)(1)(v)</i> <i>Notes:</i>				
vi. The plan includes the procedures for obtaining advice and assistance from local government officials, including the county or city officials responsible for implementation of article 2-B of the Executive Law (except in a school district in a city having a population of more than one million inhabitants) <i>CR §155.17(c)(1)(vi)</i> <i>Notes:</i>				
vii. The plan includes the identification of district resources which may be available for use during an emergency (except in a school district in a city having a population of more than one million inhabitants) <i>CR §155.17(c)(1)(vii)</i> <i>Notes:</i>				

Required Component with Regulatory Citation	In Compliance /Complete	Partial Compliance /Partially Completed	No Evidence of Completion	Comments/Action Needed
<p>viii. The plan includes a description of procedures to coordinate the use of school district resources and manpower during emergencies, including identification of the officials authorized to make decisions and of the staff members assigned to provide assistance during emergencies (except in a school district in a city having a population of more than one million inhabitants) <i>CR §155.17(c)(1)(viii)</i></p> <p><i>Notes:</i></p>				
<p>ix. The plan includes policies and procedures for contacting parents, guardians or persons in parental relation to the students of the district in the event of a violent incident or an early dismissal <i>CR §155.17(c)(1)(ix)</i></p> <p><i>Notes:</i></p>				
<p>x. The plan includes policies and procedures for contacting parents, guardians or persons in parental relation to an individual student of the district in the event of an implied or direct threat of violence by such student against themselves, which for the purposes of this subdivision shall include suicide. <i>CR §155.17(c)(1)(x)</i></p> <p><i>Notes:</i></p>				
<p>xi. The plan includes policies and procedures relating to school building security, including, where appropriate:</p> <ol style="list-style-type: none"> a. the use of school safety or security officers and/or security resource officers. Beginning with the 2019-20 school year, and every school year thereafter, every school shall define the areas of responsibility of school personnel, security personnel and law enforcement in response to student misconduct that violates the code of conduct. A school district or charter school that employs, contracts with, or otherwise retains law enforcement or public or private security personnel, including school resource officers, shall establish a written contract or memorandum of understanding that is developed with stakeholder input, including, but not limited to, parents, students, school administrators, teachers, collective bargaining units, 				

Required Component with Regulatory Citation	In Compliance /Complete	Partial Compliance /Partially Completed	No Evidence of Completion	Comments/Action Needed
<p>parent and student organizations and community members, as well as probation officers, prosecutors, defense counsels and courts that are familiar with school discipline. Such written contract or memorandum of understanding shall define the relationship between a school district or charter school, school personnel, students, visitors, law enforcement, and public or private security personnel. Such contract or memorandum of understanding shall be consistent with the code of conduct, define law enforcement or security personnel's roles, responsibilities and involvement within a school and clearly delegate the role of school discipline to the school administration. Such written contract or memorandum of understanding shall be incorporated into and published as part of the district safety plan; and</p> <p>b. security devices or procedures <i>CR §155.17(c)(1)(xi)</i></p> <p><i>Notes:</i></p>				
<p>xii. The plan includes policies and procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including but not limited to the identification of family, community and environmental factors to teachers, administrators, parents and other persons in parental relation to students of the school district or board, students and other persons deemed appropriate to receive such information <i>CR §155.17(c)(1)(xii)</i></p> <p><i>Notes:</i></p>				
<p>xiii. The plan includes policies and procedures for annual multi-hazard school safety training for staff and students, provided that the district must certify to the commissioner that all staff have undergone annual training by September 15th on the building-level emergency response plan which must include components on violence prevention and mental health, provided further that new employees hired after the start of the school year shall receive such training within 30 days of hire or as part of the district's existing new hire training program, whichever is sooner <i>CR §155.17(c)(1)(xiii)</i></p>				

Required Component with Regulatory Citation	In Compliance /Complete	Partial Compliance /Partially Completed	No Evidence of Completion	Comments/Action Needed
<p><i>Date Training was provided to staff on Building-level Emergency Response Plan, school violence prevention and mental health:</i></p> <p>_____</p> <p><i>Notes:</i></p>				
<p>xiv. The plan includes procedures for review and the conduct of drills and other exercises to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials. <i>CR §155.17(c)(1)(xiv)</i></p> <p><i>Notes:</i></p>				
<p>xv. The plan includes the identification of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage-takings, intrusions and kidnappings. <i>CR §155.17(c)(1)(xiv)</i></p> <p><i>Notes:</i></p>				
<p>xvi. The plan includes strategies for improving communication among students and between students and staff and reporting of potentially violent incidents, such as the establishment of youth- run programs, peer mediation, conflict resolution, creating a forum or designating a mentor for students concerned with bullying or violence and establishing anonymous reporting mechanisms for school violence. <i>CR §155.17(c)(1)(xvi)</i></p> <p><i>Notes:</i></p>				

Required Component with Regulatory Citation	In Compliance /Complete	Partial Compliance /Partially Completed	No Evidence of Completion	Comments/Action Needed
<p>xvii. The plan includes a description of the duties of hall monitors and any other school safety personnel, the training required of all personnel acting in a school security capacity, and the hiring and screening process for all personnel acting in a school security capacity. <i>CR §155.17(c)(1)(xvii)</i></p> <p><i>Notes:</i></p>				
<p>xviii. The plan includes, in the case of a school district, except in a school district in a city having more than one million inhabitants, a system for informing all educational agencies within such school district of a disaster. <i>CR §155.17(c)(1)(xviii)</i></p> <p><i>Notes:</i></p>				
<p>xix. The plan includes (xix) the designation of the superintendent, or superintendent’s designee, as the district chief emergency officer whose duties shall include, but not be limited to:</p> <ul style="list-style-type: none"> (a) coordination of the communication between school staff, law enforcement, and other first responders; (b) lead the efforts of the district-wide school safety team in the completion and yearly update of the district-wide school safety plan and the coordination of the district-wide plan with the building-level emergency response plans; (c) ensure staff understanding of the district-wide school safety plan; (d) ensure the completion and yearly update of building-level emergency response plans for each school building; (e) assist in the selection of security related technology and development of procedures for the use of such technology; (f) coordinate appropriate safety, security, and emergency training for district and school staff, including required training in the emergency response plan; (g) ensure the conduct of required evacuation and lock-down drills in all district buildings as required by Education Law section 807; and 				

Required Component with Regulatory Citation	In Compliance /Complete	Partial Compliance /Partially Completed	No Evidence of Completion	Comments/Action Needed
<p>(h) ensure the completion and yearly update of building-level emergency response plans by the dates designated by the commissioner.</p> <p>The District Chief School Safety Officer is (name) _____, appointed on (date) _____</p> <p><i>CR §155.17(c)(1)(xix)</i></p> <p><i>Notes:</i></p>				
Informing Students and Staff of Emergency Procedures and Evacuation and Emergency Drills				
<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.</p> <p><i>CR §155.17(g)</i></p> <p><i>Notes:</i></p>				
<p>The district is aware of and has planned for how all school buildings will comply with mandated drill requirements, as described below.</p> <ul style="list-style-type: none"> ○ 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) ○ 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) ○ 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) ○ Drills will be conducted at different times of the school day. (EL §807.1) ○ 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) 				

Required Component with Regulatory Citation	In Compliance /Complete	Partial Compliance /Partially Completed	No Evidence of Completion	Comments/Action Needed
<ul style="list-style-type: none"> ○ the school board will ensure that information about drills be provided in the teacher’s manual or handbook. (EL §807.2) ○ 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"> ▪ notifying parents and guardians at least one week prior to the drill; and ▪ testing the usefulness of the communications and transportation system during emergencies. (CR §155.17(h)) ○ 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"> ▪ 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) ▪ 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) ▪ for after-school programs, events or performances conducted within a school building and include persons who do not regularly attend classes in 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>Notes:</p>				
Additional Information:				

