

# IMPORTANT: Building-level Emerg. Resp. Plans Annual Submission Now Required Online

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Wed, Jul 12, 2017, 10:30 AM

**TO: School Superintendents**

Good Morning,

Attached is the Asst. Commissioner's June 5 memo outlining the requirements for the annual online submission of our Building-level Emergency Response Plans (BLERP).

Previously, the Plans were submitted to SED/NYSP via email (pdf) to the Safe Schools repository administered jointly by the NYS Police and SED. They are changing this process for 2017 - 18 (pdf copies will continue to be sent County/local police dept.'s at this time as specified).

This year they are asking that these plans be submitted to SED/NYSP electronically through the NYSED Business Portal no later than October 15. Although it appears that only the 'Chief Executive Officer' may "submit" the plan, additional users may be added/delegated and given access to the system to allow for data entry, similar in nature to what SED has set up for the submission of fire inspection data. As I understand, the District SEDDAS (SED Delegated Account System) Administrator is able to set-up/create accounts <http://www.p12.nysed.gov/seddas/seddashome.html>.

Our office would be happy to assist your efforts to enter the BLERP data as required. As I expect it to be a time intensive project to enter the information for the first time into the system, efforts should be made to begin the process as soon as possible.

Please reach out to your Safety Officer and let us know how we can assist.

*(See attached file: SED Memo - Online Subm of BLRPs 6-5-17.pdf)*

David L. Daignault, CSP  
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A truly innovative idea can not be brought to fruition by one person alone. It requires collaboration. - dld  
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