

Commissioner's Regulation 155.17 Building-level School Safety Plan - Checklist

Required Component with Regulatory Citation:

Development of school safety plans. Every board of education of a school district, every board of cooperative education services and county vocational education and extension board and the chancellor of the City School District of the City of New York shall adopt by July 1, 2001, and shall update by July 1st of each succeeding year, a building-level school safety plan regarding crisis intervention and emergency response and management, provided that in the CSD of the City of New York, such plans shall be adopted by the chancellor of the city school district. Such plans shall be developed by a building-level school safety team. - Section 155.17(b)

ID:

1

Compliant

Partially Compliant

No Evidence

Recommendations:

Page Referenced in Guidance Document:

Page 26/A. Purpose; Page 24 in the Guidance Document on the NYS Center for School Safety's website:
<http://www.mhric.org/scss/save.html>

Required Component with Regulatory Citation:

School emergency management plans shall include, but not be limited to: the identification of sites of potential emergency - Section 155.17(d)(1)

ID:

2

Compliant

Partially Compliant

No Evidence

Recommendations:

Page Referenced in Guidance Document:

Page 28/C. Identification of Sites; Page 26 in the Guidance Document on the NYS Center for School Safety's website:
<http://www.mhric.org/scss/save.html>

Commissioner's Regulation 155.17 Building-level School Safety Plan - Checklist

Required Component with Regulatory Citation:

School emergency management plans shall include: the identification of appropriate responses to emergencies - Section 155.17(d)(2)

ID:

3

- Compliant**
- Partially Compliant**
- No Evidence**

Recommendations:

Page Referenced in Guidance Document:

Page 29/E. Hazard Guidelines; Page 27 in the Guidance Document on the NYS Center for School Safety's website:
<http://www.mhric.org/scss/save.html>

Required Component with Regulatory Citation:

School emergency management plans shall include: a description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local governmental agencies - Section 155.17(d)(3)

ID:

4

- Compliant**
- Partially Compliant**
- No Evidence**

Recommendations:

Page Referenced in Guidance Document:

Page 26/C. Concept of Operations; Page 24 in the Guidance Document on the NYS Center for School Safety's website:
<http://www.mhric.org/scss/save.html>

Commissioner's Regulation 155.17 Building-level School Safety Plan - Checklist

Required Component with Regulatory Citation:

School emergency management plans shall include: 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 - Section 155.17(d)(4)

ID:

5

Compliant

Partially Compliant

No Evidence

Recommendations:

Page Referenced in Guidance Document:

Page 27/A. Designation of School Teams & Page 28/B. Continuity of Operations; Page 25 & 26 in the Guidance Document on the NYS Center for School Safety's website: <http://www.mhric.org/scss/save.html>

Required Component with Regulatory Citation:

School emergency management plans shall include: the identification of district resources which may be available for use during an emergency - Section 155.17(d)(5)

ID:

6

Compliant

Partially Compliant

No Evidence

Recommendations:

Page Referenced in Guidance Document:

Page 31/Appendixes 4, 5, and 9; Page 29 in the Guidance Document on the NYS Center for School Safety's website: <http://www.mhric.org/scss/save.html>

Commissioner's Regulation 155.17 Building-level School Safety Plan - Checklist

Required Component with Regulatory Citation:

School emergency management plans shall include: in the case of a school district, a system for informing all educational agencies within such school district of an emergency - Section 155.17(d)(6)

ID:

7

- Compliant**
- Partially Compliant**
- No Evidence**

Recommendations:

Page Referenced in Guidance Document:

Page 29/D. Notification and Activation and outlined in district-wide school safety plan; Page 27 in the Guidance Document on the NYS Center for School Safety's website: <http://www.mhric.org/scss/save.html>

Required Component with Regulatory Citation:

School emergency management plans shall include: a description of plans for taking the following actions in response to an emergency where appropriate: school cancellation - Section 155.17(d)(7)(i)

ID:

8

- Compliant**
- Partially Compliant**
- No Evidence**

Recommendations:

Page Referenced in Guidance Document:

Page 29/D. Notification and Activation and outlined in the district-wide school safety plan; Page 27 in the Guidance Document on the NYS Center for School Safety's website: <http://www.mhric.org/scss/save.html>

Commissioner's Regulation 155.17 Building-level School Safety Plan - Checklist

Required Component with Regulatory Citation:

School emergency management plans shall include: a description of plans for taking the following actions in response to an emergency where appropriate: early dismissal - Section 155.17(d)(7)(ii)

ID:

9

- Compliant**
- Partially Compliant**
- No Evidence**

Recommendations:

Page Referenced in Guidance Document:

Page 29/D. Notification and Activation and outlined in the district-wide school safety plan; Page 27 in the Guidance Document on the NYS Center for School Safety's website: <http://www.mhric.org/scss/save.html>

Required Component with Regulatory Citation:

School emergency management plans shall include: a description of plans for taking the following actions in response to an emergency where appropriate: evacuation - Section 155.17(d)(7)(iii)

ID:

10

- Compliant**
- Partially Compliant**
- No Evidence**

Recommendations:

Page Referenced in Guidance Document:

Page 30/F. Evacuation Procedures-Evacuation bullets; Page 28 in the Guidance Document on the NYS Center for School Safety's website: <http://www.mhric.org/scss/save.html>

Commissioner's Regulation 155.17 Building-level School Safety Plan - Checklist

Required Component with Regulatory Citation:

School emergency management plans shall include: a description of plans for taking the following actions in response to an emergency where appropriate: sheltering - Section 155.17(d)(7)(iv)

ID:

11

- Compliant**
- Partially Compliant**
- No Evidence**

Recommendations:

Page Referenced in Guidance Document:

Page 30/F. Evacuation Procedures-Sheltering bullet; Page 28 in the Guidance Document on the NYS Center for School Safety's website: <http://www.mhric.org/scss/save.html>

Required Component with Regulatory Citation:

School emergency management plans shall include: in the case of a school district, certain information about each educational agency located in the school district, including information on school population, number of staff, transportation needs and the business and home telephone numbers of key officials of each such agency - Section 155.17(d)(8)

ID:

12

- Compliant**
- Partially Compliant**
- No Evidence**

Recommendations:

Page Referenced in Guidance Document:

Page 29/D. Notification and Activation and outlined in the district-wide school safety plan; Page 27 in the Guidance Document on the NYS Center for School Safety's website: <http://www.mhric.org/scss/save.html>

Commissioner's Regulation 155.17 Building-level School Safety Plan - Checklist

Required Component with Regulatory Citation:

School emergency management plans shall include: 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 - Section 155.17(d)(9)

ID:

13

Compliant

Partially Compliant

No Evidence

Recommendations:

Page Referenced in Guidance Document:

Page 28/A. Assignment of Responsibilities and B. Continuity of Operations; Page 26 in the Guidance Document on the NYS Center for School Safety's website: <http://www.mhric.org/scss/save.html>

Required Component with Regulatory Citation:

Building-level school safety plans shall be designed to prevent or minimize the effects of serious 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.- Section 155.17(e)

ID:

14

Compliant

Partially Compliant

No Evidence

Recommendations:

Page Referenced in Guidance Document:

Page 26/C. Concept of Operations; Page 24 in the Guidance Document on the NYS Center for School Safety's website: <http://www.mhric.org/scss/save.html>

Commissioner's Regulation 155.17 Building-level School Safety Plan - Checklist

Required Component with Regulatory Citation:

School emergency response plan shall be developed by the building-level school safety team and shall include the following elements: policies and procedures for the safe evacuation of students, teachers, other school personnel and visitors to the school in the event of a serious violent incident or other emergency which may occur before, during or after school hours, which shall include evacuation routes and shelter sites and procedures for addressing medical needs, transportation and emergency notification to persons in parental relation to a student - Section 155.17(e)(2)(i)

ID:

15

- Compliant**
- Partially Compliant**
- No Evidence**

Recommendations:

Page Referenced in Guidance Document:

Page 30/F. Evacuation Procedures; Page 28 in the Guidance Document on the NYS Center for School Safety's website: <http://www.mhric.org/scss/save.html>

Required Component with Regulatory Citation:

School emergency response plan shall be developed by the building-level school safety team and shall include the following elements: designation of an emergency response team, other appropriate incident response teams, and a post-incident response team - Section 155.17(e)(2)(ii)

ID:

16

- Compliant**
- Partially Compliant**
- No Evidence**

Recommendations:

Page Referenced in Guidance Document:

Page 27/A. Designation of School Teams; Page 25 in the Guidance Document on the NYS Center for School Safety's website: <http://www.mhric.org/scss/save.html>

Commissioner's Regulation 155.17 Building-level School Safety Plan - Checklist

Required Component with Regulatory Citation:

School emergency response plan shall be developed by the building-level school safety team and shall include the following elements: procedures for assuring that crisis response, fire and law enforcement officials have access to floor plans, blueprints, schematics or other maps of the school interior, school grounds and road maps of the immediate surrounding area - Section 155.17(e)(2)(iii)

ID:

17

Compliant

Partially Compliant

No Evidence

Recommendations:

Page Referenced in Guidance Document:

Page 29/C. Access to Floor Plans; Page 27 in the Guidance Document on the NYS Center for School Safety's website: <http://www.mhric.org/scss/save.html>

Required Component with Regulatory Citation:

School emergency response plan shall be developed by the building-level school safety team and shall include the following elements: establishment of internal and external communication systems in emergencies - Section 155.17(e)(2)(iv)

ID:

18

Compliant

Partially Compliant

No Evidence

Recommendations:

Page Referenced in Guidance Document:

Page 29/D. Notification and Activation; Page 27 in the Guidance Document on the NYS Center for School Safety's website: <http://www.mhric.org/scss/save.html>

Commissioner's Regulation 155.17 Building-level School Safety Plan - Checklist

Required Component with Regulatory Citation:

School emergency response plan shall be developed by the building-level school safety team and shall include the following elements: definition of the chain of command in a manner consistent with the National Interagency Incident Management System (NIMS)/Incident Command System (ICS) - Section 155.17(e)(2)(v)

ID:

19

Compliant

Partially Compliant

No Evidence

Recommendations:

Page Referenced in Guidance Document:

Page 28/A. Assignment of Responsibilities; Page 26 in the Guidance Document on the NYS Center for School Safety's website: <http://www.mhric.org/scss/save.html>

Required Component with Regulatory Citation:

School emergency response plan shall be developed by the building-level school safety team and shall include the following elements: coordination of the school safety plan with the statewide plan for disaster mental health services to assure that the school has access to Federal, State and local mental health resources in the event of a violent incident - Section 155.17(e)(2)(vi)

ID:

20

Compliant

Partially Compliant

No Evidence

Recommendations:

Page Referenced in Guidance Document:

Page 30/Recovery; Page 28 in the Guidance Document on the NYS Center for School Safety's website: <http://www.mhric.org/scss/save.html>

Commissioner's Regulation 155.17 Building-level School Safety Plan - Checklist

Required Component with Regulatory Citation:

School emergency response plan shall be developed by the building-level school safety team and shall include the following elements: procedures for an annual 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 - Section 155.17(e)(2)(vii)

ID:

21

- Compliant**
- Partially Compliant**
- No Evidence**

Recommendations:

Page Referenced in Guidance Document:

Page 28/B. Prevention/Intervention Strategies; Page 26 in the Guidance Document on the NYS Center for School Safety's website: <http://www.mhric.org/scss/save.html>

Required Component with Regulatory Citation:

School emergency response plan shall be developed by the building-level school safety team and shall include the following elements: policies and procedures for securing and restricting access to the crime scene in order to preserve evidence in cases of violent crimes on school property - Section 155.17(e)(2)(viii)

ID:

22

- Compliant**
- Partially Compliant**
- No Evidence**

Recommendations:

Page Referenced in Guidance Document:

Page 30/G. Security of Crime Scene; Page 28 in the Guidance Document on the NYS Center for School Safety's website: <http://www.mhric.org/scss/save.html>

Commissioner's Regulation 155.17 Building-level School Safety Plan - Checklist

Required Component with Regulatory Citation:

Use of school property. Each board of education and board of cooperative educational services shall cooperate with appropriate State, County and city agencies in developing agreements for the use of school-owned facilities and vehicles during a disaster. School Districts are required to relinquish to the appropriate State or county agencies the control and use of school transportation vehicles and facilities in accordance with county emergency preparedness plans or directives - Section 155.17(f)

ID:

23

- Compliant**
- Partially Compliant**
- No Evidence**

Recommendations:

Page Referenced in Guidance Document:

Page 29/B. Continuity of Operations-first two bullets and Page 31/Appendix 5; Page 27 and 29 in the Guidance Document on the NYS Center for School Safety's website: <http://www.mhric.org/scss/save.html>

Required Component with Regulatory Citation:

Communication liaisons. (1) Except in a school district in a city having a population of more than one million inhabitants, each district superintendent, during a local or State emergency shall act as the chief communication liaison for all educational agencies within the supervisory district territorial limits; (2) The superintendent of schools in the Cities of Buffalo, Rochester, Syracuse and Yonkers, during a local or State emergency, shall act as the chief communication liaison for all educational agencies located within the city district - Section 155.17(g)(1) & (2)

ID:

24

- Compliant**
- Partially Compliant**
- No Evidence**

Recommendations:

Page Referenced in Guidance Document:

Page 28/A. Assignment of Responsibilities and In the district-wide school safety plan; Page 26 in the Guidance Document on the NYS Center for School Safety's website: <http://www.mhric.org/scss/save.html>

Commissioner's Regulation 155.17 Building-level School Safety Plan - Checklist

Required Component with Regulatory Citation:

Reporting: Each superintendent shall notify the commissioner as soon as possible whenever the emergency plan or building-level school safety plan is activated and results in the closing of a school building in the district, and shall provide such information as the commissioner may require. - Section 155.17(h)

ID:

25

- Compliant**
- Partially Compliant**
- No Evidence**

Recommendations:

Page Referenced in Guidance Document:

Page 28/A. Assignment of Responsibilities and in the district-wide school safety plan; Page 26 in the Guidance Document on the NYS Center for School Safety's website: <http://www.mhric.org/scss/save.html>

Required Component with Regulatory Citation:

Instruction: Each public school superintendent and each chief school administrator of an educational agency other than a public school shall take action to provide written information, by October 1st of each school year to all students and staff about emergency procedures. - Section 155.17(i)

ID:

26

- Compliant**
- Partially Compliant**
- No Evidence**

Recommendations:

Page Referenced in Guidance Document:

B. Prevention/Intervention Strategies- Annual Multi-hazard Training for Staff and Students and in the district-wide school safety plan; Page 26 in the Guidance Document on the NYS Center for School Safety's website

Commissioner's Regulation 155.17 Building-level School Safety Plan - Checklist

Required Component with Regulatory Citation:

Drills. Each school district and board of cooperative educational services shall, at least once every school year, and where possible in cooperation with local county emergency preparedness plan officials, conduct one test of its emergency plan or its emergency response procedures under each of its building-level school safety plans, including sheltering or early dismissal, at a time not to occur more than 15 minutes earlier than the normal dismissal time. Parents or persons in parental relation shall be notified at least one week prior to the drill. - Section 155.17(j)(1)

ID:

27

Compliant

Partially Compliant

No Evidence

Recommendations:

Page Referenced in Guidance Document:

Page 28/B. Prevention/Intervention Strategies-outlined in the Annual Multi-Hazard Training plan and in DWSSP; Page 26 in the Guidance Document on the NYS Center for School Safety's website: <http://www.mhric.org/scss/save.html>

Required Component with Regulatory Citation:

Drills. Each school district and board of cooperative educational services shall, at least once every school year, and where possible in cooperation with local county emergency preparedness plan officials, conduct one test of its emergency plan or its emergency response procedures under each of its building-level school safety plans, including sheltering or early dismissal, at a time not to occur more than 15 minutes earlier than the normal dismissal time. Such drills shall test the usefulness of the communications and transportation system during emergencies - Section 155.17(j)(2)

ID:

28

Compliant

Partially Compliant

No Evidence

Recommendations:

Page Referenced in Guidance Document:

Page 28/B. Prevention/Intervention Strategies-outlined in the Annual Multi-Hazard Training plan and in DWSSP; Page 26 in the Guidance Document on the NYS Center for School Safety's website: <http://www.mhric.org/scss/save.html>

Commissioner's Regulation 155.17 Building-level School Safety Plan - Checklist

Required Component with Regulatory Citation:

Reports by educational agencies. The chief executive officer of each educational agency located within a public school district shall provide to the superintendent of schools information about school population, number of staff, transportation needs and the business and home telephone numbers of key officials of such educational agencies (Except in a school district in a city having a population of more than one million inhabitants) - Section 155.17(k)

ID:

29

Compliant

Partially Compliant

No Evidence

Recommendations:

Page Referenced in Guidance Document:

Page 29/D. Notification and Activation and 31/Appendix 5 and 8 and in the district-wide school safety plan; Page 27 and 29 in the Guidance Document on the NYS Center for School Safety's website: <http://www.mhric.org/scss/save.html>

Required Component with Regulatory Citation:

ID:

30

Compliant

Partially Compliant

No Evidence

Recommendations:

Page Referenced in Guidance Document: