

Gemma C. Rinefierd, Ed.D.  
Assistant Commissioner  
Office of Student Support Services  
89 Washington Avenue, Room 311 EB  
Albany, NY 12242  
Phone: (518) 460-9000 Web: <http://www.p12.nysed.gov/sss/>

Charter School Leaders

From: Gemma C. Rinefierd, Ed.D.

Subject: R H F H Q W D P H Q G P H Q W V W R & R P P L V V L R Q H U p V 5 H J X O D W I

At the April 2024 meeting of the Board of Regents, two packages of proposed amendments to & R P P L V V L R Q H U § 155.17 were presented. They will become effective [July 31, 2024](#) and [July 1, 2025](#). As you are reviewing and updating your building emergency response plan and district wide school safety plan for the 2025 school year, we encourage you to implement the changes that will become effective July 31, 2024 in anticipation of their permanent adoption at the July 2024 meeting of the Board of Regents.

Comments regarding the proposed regulation changes may be submitted to [REGCOMMENTS@nysed.gov](mailto:REGCOMMENTS@nysed.gov) before July 1, 2024.

A summary of the proposed amendments as well as recommendations for how to implement them is provided below.

[Proposed Amendment of Section 155.17 of the Regulations of the Commissioner of Education Relating to School Safety Plan Requirements \(effective July 31, 2024\)](#)

Change	Suggested Considerations when Implementing
Adding the following terms and definitions to regulation 155.17: <ul style="list-style-type: none"> <li>o Traumameans an emotional response to a deep distressing or disturbing experience such as, but not limited to, an act of violence, natural disaster, abuse, neglect, or loss.</li> <li>o Trauma informedmeans an understanding of trauma and how it affects the physical, emotional, and mental health of students and adults.</li> <li>o Trauma informed drillsmeans avoiding tactics in training or drills that may introduce or activate</li> </ul>	( D F K V F K R R - C o v e r e d E m e r g e n c y R e s p o n s e p l a n )



Change	Suggested Considerations when Implementing
	<p>Note that this change does not require that districts or schools adopt a behavioral assessment team or court or regional threat assessment team.</p> <p>A suggested resource is <a href="#">the U.S. Secret Service Improving School Safety Through Bystander Reporting: A Toolkit for Strengthening 12 Reporting Programs</a></p>

Require that building-level emergency response plans include floor plans labeled with

- the school name and address
- a key to define any symbols used
- a compass indicating North
- labels indicating building entrances/exits with alphabetic or numeric identifiers assigned (e.g. 'R', 'U', 'Q', 'W', 'U', 'D', 'Q', 'F', 'H', 'r')
- windows, interior doors, room numbers
- common areas and administrative offices labeled by use
- location of water, gas and electrical shutoffs
- location of fire alarm

terms to standardize terminology all schools statewide and to eliminate confusion created from misuse of terms that sound similar:

Evacuate and evacuation mean to move students for their protection from a school building to a predetermined location in response to an emergency.

Shelter and shelter in place mean keeping students in school buildings and providing them with shelter when it is deemed safer for students to remain inside rather than to return home or be evacuated.

Lockdown means to immediately clear the hallways, lock and/or barricade doors, hide from view, and remain silent while awaiting a plan of evacuation as a last resort. Lockdown will only end upon physical release from the room or secured area by law enforcement.

Lockdown is initiated during incidents that pose an immediate threat of violence in or around the school.

Hold and Hold in place mean the restriction of movement of students and staff within the building while dealing with short term emergencies.

Secure Lockout