

Building-Level Emergency Response Plans: Floor Plan and Area Map

Tips for Creating and Uploading Your Floor Plan and Area Map

Education Law 2801-a and Commissioner's Regulation 155.17 require that each school's Building-Level Emergency Response plan (ERP) include floor plans, blueprints, schematics or other maps of the school interior, school grounds, and road maps of the immediate surrounding area.

As such, the electronic collection of ERPs via the New York State Education Department Business Portal requires school leaders to upload both a building-level floor plan and an area map as a .pdf document. Information is provided below about best practices related to the floor plan and area map. When emergencies occur, the rapid response of emergency workers to the incident is critical. It is our hope that this information helps school personnel in developing and submitting floor plans and area maps that will help guide emergency responders during an incident.

File Naming Convention

For both the floor plan and area map, please submit a .pdf document **labeled with the contents of the document and the school name**. For example, *"South Avenue School_AreaMap_2021-22.pdf"* or *"South Avenue School_FloorPlan_2021-22.pdf."* If you are uploading multiple files, please use the same naming convention for each, but number each (*South Avenue School_FloorPlan_2021-22_file1.pdf*).

Maximum file size is 5 MB; only .pdf files are accepted.

Developing Floor Plans

We encourage schools to use this tip sheet in collaboration with local first responders to develop floor plans that are **clear, easy to use, and readily understandable to anyone** responding to an emergency. The use of architectural blueprints, along with universal symbols and clear labels will ensure responders can move quickly to any part of the building, can determine alternative egress, and move students efficiently to safety during an emergency.

Below is a Sample Floor Plan which represents the information that must be included on a school floor plan as part of your Building-Level Emergency Response Plan. **Take care to ensure that images include an accurate overhead view of the building, and the images are not "flipped" or "mirrored" on your submitted floor plan or area map.**

In addition, the floor plan should include the following:

- School name and address.
- A key to define any symbols used.
- A compass indicating North.
- Each floor on a separate page.
- Building entrances/exits labeled (including service entrances).
- Windows and interior doors graphically shown.
- Rooms labeled with room number.
- Common areas and administrative offices labeled by use (e.g., cafeteria, library, gymnasium, auditorium, boys' locker room, girls' bathroom, etc.).
- Location of water, gas and electrical shutoffs clearly noted.
- Roof access point(s) clearly noted.
- Location of Automated External Defibrillator(s) (AEDs), areas of refuge/assistance, fire extinguishers, alarm panel, emergency key box (i.e., "Knox® Box"), and cameras clearly noted.
- If the floor plan includes exterior spaces, provide meaningful description of the spaces that are represented. For example, JV softball field, staff parking lot, student drop off, visitor parking, bus drop off, etc.
- All labels typed.

Reminder: Floor plans are to be used by emergency responders who may not be familiar with your school building. Maps that are clearly labeled will help them navigate the building and locate emergency supplies.

Area Map(s)

Google maps and other similar applications provide an easy way for school administrators to obtain satellite images of school grounds and surrounding areas. For these images to be most useful to emergency responders, school personnel should include labels that identify key points included in the image. **Take care to ensure that images include an accurate overhead view of the building, and the images are not "flipped" or "mirrored" on your submitted floor plan or area map.**

In addition, the area map should include the following:

- School name and address.
- A key to define any symbols used.
- A compass indicating North.
- Buildings labeled (concession stand, school, maintenance shed, bus garage, etc.).
- Building entrances/exits labeled (including service entrances).

- Assembly, evacuation and/or reunification area(s) labeled. Include travel routes to these areas.
- Sports fields and playgrounds clearly labeled. Include any satellite images of athletic fields and travel routes to these fields.
- Trees or other obstacles not obscuring the grounds on satellite images.
- Parking areas and traffic patterns on school property clearly identified and marked with labels and arrows (For example, staff parking, visitor parking, one-way traffic, etc.; student pickup, purchased deliveries, emergency access, etc.).
- Outbuildings clearly labeled (e.g., maintenance shed, concession stand, etc.).
- Roads, streets, and traffic patterns clearly marked.
- If necessary, provide additional aerial map(s) with street names and surrounding buildings, waterways, etc. clearly labeled.
- Other areas on your grounds that first responders have designated as potential emergency response areas (e.g., helicopter landing sites, community staging areas, etc.).

Reminder: Area maps are to be used by emergency responders who may not be familiar with your school grounds. Maps that are clearly labeled will help them navigate the building and grounds and locate emergency supplies.

Reminder: Your Building-Level Emergency Response Plan is submitted via the New York State Education Department Business Portal within 30 days of adoption, but no later than **October 1st** of each year. Submission of the plan through the portal satisfies the requirement of filing a copy of the plan with the NY State Police. A copy should also be shared with local law enforcement agencies.