

In addition, the floor plans 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) (AED), areas of refuge, assistance, fire extinguishers, alarm panel, emergency key box (i.e., ^ BOX Box), and camera clearly noted
- < If the floor plan includes exterior spaces, provide meaningful description of the spaces that are represented. For example, JV softball, 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. As these images to be most useful to emergency responders, school personnel should include labels that identify key points included in the image.

- < Assembly, evacuation and/or reunification area(s) labeled and 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 maps (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 Plans 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.