

Building-Level Emergency Response Plans: Tips for Creating and Uploading Floor Plans and Area Maps

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.

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 that includes information that has been identified as essential for first responders in an emergency. Please ensure the most recent version of all maps and floor plans is maintained in the plan and updated whenever building modifications or changes to emergency response protocols occur.

The maps and floor plans must be submitted as part of your ERP to the NYSED Business Portal within 30 days of adoption, and no later than October 1 each year. Submission of the plan through the portal satisfies the requirement of filing a copy of the plan with the State Police. A copy must also be shared with local law enforcement agencies.

File Naming Convention

Submit a minimum of one PDF file each for the floor plan and area map. The file name should correspond to the contents of the file. For example, "*MapleSchool_2ndFloorPlan_2025-26.pdf*" or "*SouthAveSch_AreaMap_2025-26.pdf*." If you are uploading multiple files, please use the same naming convention for each, but number each ("*EdisonSchFloorPlan_2025-26_file1of4.pdf*"). Maximum file size is 5 MB. Only PDF files will be accepted.

Floor Plans

School safety teams should collaborate 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 assist in determining alternative egress, and move students efficiently to safety during an emergency. Ensure that images include an accurate overhead view of the building, and the images are not "flipped" or "mirrored." Each floor must be on a separate page.

The floor plans must be labeled with the following:

- School name and address
- A key to define any symbols used
- A compass indicating North
- Building entrances/exits labeled (including service entrances) with alphabetic or numeric identifiers assigned (e.g. "Door A" or "Entrance 2")
- Windows, interior doors, room numbers, 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)

- Location of fire alarm panels, fire sprinkler control valves, Automated External Defibrillator(s) (AEDs), areas of refuge/assistance, fire extinguishers, emergency and security equipment including cameras, alarm panel, fire department emergency key boxes (e.g., “Knox® Box”), 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.
- Shelter-in-place, hold-in-place, lockdown, and evacuation staging areas
- Areas designated as "safe rooms," areas of refuge assistance, or secure assembly areas, if applicable
- Locations for emergency medical supplies or "go kits" used by staff or first responders
- All labels typed

Area Maps

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 useful to emergency responders, school personnel must include labels that identify key points included in the image. Ensure that images include an accurate overhead view of the building, and the images are not “flipped” or “mirrored.”

The area maps must be labeled with the following:

- School name and address
- A key to define any symbols used
- A compass indicating North
- Labeled buildings and outbuildings (e.g., high school, district office, concession stand, maintenance shed, bus garage, etc.)
- Building entrances/exits (including service entrances) labeled with alphabetic or numeric identifiers assigned (e.g., “Door A” or “Entrance 2”)
- Parking areas and traffic patterns on school property clearly identified and marked with labels and arrows (e.g., staff parking, visitor parking, one-way traffic, student pickup, deliveries, emergency access, etc.)
- Designated fire lanes and fire apparatus access roads, evacuation routes
- Sports fields and playgrounds clearly labeled. Include any satellite images of athletic fields and travel routes to these fields
- Street names with traffic patterns clearly marked
- Assembly, evacuation and/or reunification area(s) and other areas on your grounds that first responders have designated as potential emergency response areas (e.g., helicopter landing sites, community staging areas, etc.)
- Trees or other obstacles should not obscure buildings or grounds on satellite images
- If necessary, provide additional aerial map(s) clearly labeled with street names and surrounding buildings, waterways, etc.
- Pre-designated parent/guardian reunification sites and alternate routes
- Location of any hazardous materials storage, if applicable