



## Ohio School Safety Center Floor Plan Guidelines

### School Floor plans shall be:

- In alignment with OAC 1301:7-7-04(D) *Section 404 Fire safety, evacuation and lockdown plans*
- Submitted electronically as one **PDF** document via OH | ID
- Clear and legible

### Floor plans **must** include the following:

- Only one floor-level per page (i.e. basement, main floor, second floor, etc.)
- Each page shall have a school/program identifier (school/program name, IRN, and address).
- Each page must include a navigational tool. This could be any of the following:
  - Compass
  - North arrow, with properly oriented directions.
  - Alpha Phonetic identification of exterior.
    - Alpha phonetic markers (Alpha, Bravo, Charlie, Delta) on the exterior sides of the building, beginning with the side of the building that contains the main entrance/exit and proceed clockwise around the building.
- Per OAC 1301:7-7-04(D), floor plans shall identify the locations of the following:
  - Exits (should be clearly marked and numbered/alphabetized)
  - Primary evacuation routes
  - Secondary evacuation routes
  - Accessible egress routes
  - Areas of refuge
  - Exterior areas for assisted rescue
  - Refuge areas associated with smoke barriers and horizontal exits
  - Manual fire alarm boxes
  - Portable fire extinguishers
  - Occupant-use hose stations
  - Fire alarm annunciators and controls
  - Automated external defibrillator devices (AED)

### Optional items to consider:

- Utility shutoff locations are noted (water, gas and electrical, and if applicable, sprinklers).
- Rooms labeled by room number.
- Locations of any existing security cameras.
- A Key/legend defining symbols.
- Windows represented graphically on the floor plans.
- Common areas and administrative offices labeled by function.

**Note:** *The local fire code official may be able to assist school officials on how to label buildings on school floor plans as they are developed.*