Model School Floor Plans

The following information is provided by the Ohio Facilities Construction Commission.

The Ohio Facilities Construction Commission has prepared model school floor plans to help guide schools in developing and submitting floor plans that best meet the needs of emergency responders during an incident. This guidance conforms to requirements established by Ohio Revised Code section 3313.536, Ohio Administrative Code 3301-5-01, and associated guidance from the Ohio Department of Education.

Page 1: Page one of the Model School Floor Plans represents the best example of what a finished school floor plan should look like when it is submitted to the Ohio Department of Education.

Page 2: Page two is an example of a blank floor plan, which should be readily obtainable by the school. This blank floor plan can be customized to meet the requested specifications using the symbols and/or stickers provided on pages four- six of this guidance.

Page 3: Page three is also a blank floor plan, but is showing shaded corridors. Corridors on some floor plans may be shaded in CAD drawings provided by the school's architecture firm.

Page 4: Page four provides the Legend Key recommended for use in developing school floor plans. These legends can be printed on clear label sheets, cut to size and be affixed to the blank floor plans referenced on pages two and three.

Page 5: Page five provides the symbols used to mark the school floor plans, as specified in the Legend Key. These symbols can be printed on clear label sheets, cut to size and be affixed to the blank floor plans to mark the key areas of the floor plans.

Page 6: Page six provides room numbers that can be used to mark the rooms shown in the floor plans. These symbols can be printed on clear label sheets, cut to size and be affixed to the blank floor plans to mark the rooms located on the floor plans.

NOTE: Administrators are encouraged to review their school floor plans to ensure they conform to the following checklist:

School floor plans shall meet the following guidelines:

- The school name, IRN, address, and phone numbers for both the school office and for emergency maintenance shall be included on each page of the floor plans;
- Submitted electronically as PDF documents;
- Typed with minimal or no handwriting;
- Include a key to define any symbols used;
- Compass directions (at a minimum North) clearly noted;
- Each floor shall be on a separate page;
- Building entrances/exits clearly marked and numbered;
- Windows shall be graphically shown on the floor plans;
- Rooms should be labeled by room number, with common areas and administrative
offices labeled by use;
• Location of water, gas and electrical shutoffs clearly noted;
• Fire extinguishers, alarm panel(s) and camera locations clearly noted;
• Exterior alpha phonetic identification of building sides (Alpha, Bravo, Charlie, Delta);
• Areas of Refuge *.

Note: The local fire department can inform school officials on how to label the buildings on the school floor plans as they are developed.

* “Areas of Refuge” are safe staging areas for people who are not able, for one reason or another, to exit the building during an emergency, without the assistance of the first responders.