## ML Drawings® Use Case

Building-Level Emergency Response Plans

In Feb. 2024, NY State Education Department (NYSED) released new data requirements for school district **Building-Level Emergency Plans** to assist local and state agencies respond to emergency situations within a building.

   Two important graphical components of the NYSED requirements are for clear, detailed, and accurate building **floor plans**

and **area maps.** (These links display articles that list the specific new NYSED data requirements for each item.) This Tip Sheet provides general guidance on using:
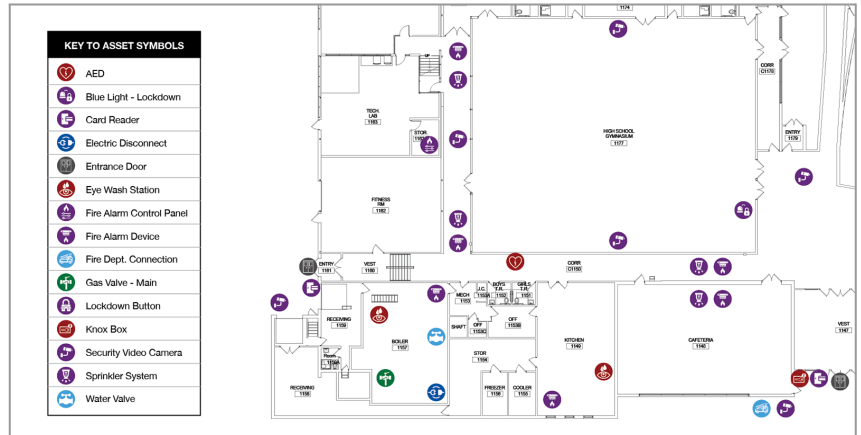
- ML Drawings interactive floor plans tool to:
  - Develop emergency-use floor plans that show the location of all NYSED-required items using the asset stamping feature.
  - Develop area maps using MLD's integrated PDF editing tools.
- A separate PDF-editing program such as AdobeAcrobat® or Bluebeam® to place asset symbol keys and map icons on the base floor plans and area maps.

1. Emergency Use Floor Plans

Develop the basic floor plan view with required asset locations using ML Drawings software. Use the software's Help portal if you are unsure of how to perform a specific procedure.

   Then use a PDF editing program to place the Asset Symbols Key which can be downloaded from our website.

Leverage your Architect's original CAD files

Some of the NYSED required floor plan data and most of the architectural system related labels can be applied from the base Computer Aided Design (CAD) file from which floor plan PDFs are output. These include:

- Windows
- Interior doors
- Room numbers
- Common areas/offices identifiers

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1. Emergency Use Floor Plans (cont.)

Leverage your Architect's original CAD files (cont.)

    If your district lacks a set of current floor plans that show , request a set from your district's Architect of Record.

    Having as many of the required elements as possible from the original CAD file embedded into the floor plan PDF alleviates the need to survey these elements.

    Additionally, it's all information that should be resident in the CAD file and only requires a few settings to output the PDF.

ML Drawings sequence

1. Survey the location of the required asset types on all floors of all district buildings. This might seem like a daunting task, but data is only needed for a limited number of asset types as shown at right. (View the MLD support article on adding/editing asset stamps.)

    No other asset data needs to be added for the Emergency Use floor plans; locations are super easy to stamp on a floor plan in MLD especially on a desktop (vs. on a mobile device).

   Notes
   - Emergency plans **do not** require photos or any other asset data.
   - Taking photos for asset records is always recommended; however, they can be added later if time doesn't allow for these drawings.

2. Display the floor plan for the desired building and floor. Be sure to be in View mode so the asset stamps left toolbar doesn't interfere with the displayed floor plan.

3. Filter the floor plan view (by selecting the ▼ icon at the top of the window) to include all of the asset types shown at right. (View the MLD support article on using the filter view.)

The selected asset locations will be displayed on the floor plan view.

4. Select *Save as PDF* command from the top-left menu icon.

5. Name the PDF with a recognizable unique name (e.g., HS-1F-emergency-floor-plans.pdf).

PDF-editing application sequence

Using a separate PDF editing capability such as Acrobat® or Bluebeam®:

1. Open the emergency use floor plan PDF saved above.

2. Place the Key to Asset Symbols PNG file in the PDF in a location that doesn't overlap any required data or floor plan image. (Acrobat's image insert command is shown at right.)

3. Save the changes.

The emergency use floor plan PDF should now meet NYSED requirements.

KEY TO ASSET SYMBOLS

♡	AED
🔒	Blue Light - Lockdown
	Card Reader
	Electric Disconnect
👁	Eye Wash Station
	Fire Alarm Control Panel
	Fire Alarm Device
	Fire Dept. Connection
	Gas Valve - Main
🔒	Lockdown Button
	Knox Box
	Security Video Camera
	Sprinkler System
	Water Valve

All tools Edit Convert E-Sign

Edit ⚙ ✕

MODIFY PAGE

↻ 　 🗑 　

▦ Organize pages

ADD CONTENT

T₊ Text

🖼 Image **NEW**

▭ Header and footer
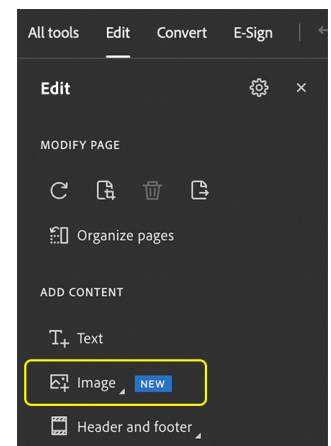
2. Area Maps

In addition to helping create Emergency Use floor plans, ML Drawings can also be used to develop related area maps that meet all new 2024 NYSED requirements.

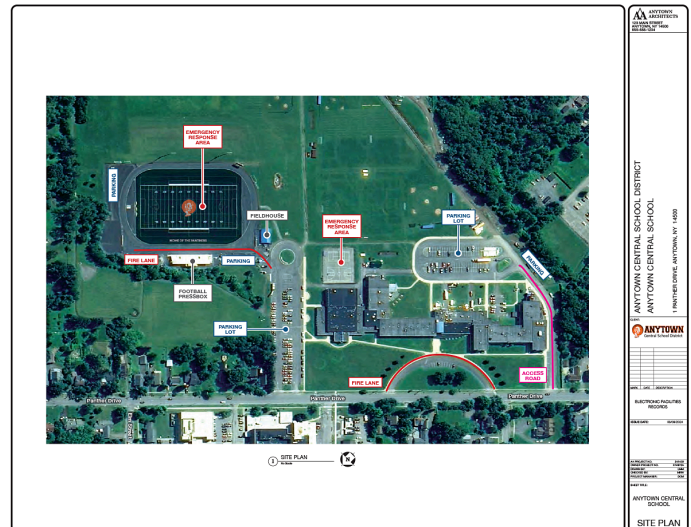As noted in NYSED's Tip Sheet, the starting point for an accurate area map is a software application such as Google Maps® or Apple Maps®.

Like floor plans, the area map can be developed using ML Drawings integrated PDF editing and markup capabilities.

Leverage your map base image

There are a number of NYSED requirements that you can capture by using different settings available in Google Maps, Apple Maps, and many other free online mapping tools. Here are some tips and techniques to make the most of your base area map image file.

1. Work from a desktop with a large high-quality monitor. You'll appreciate the extra real estate.

2. Make the display window the approximate aspect ratio (height:width) of a landscape letter-size page (11″ x 8.5″). This allows base maps to fit cleanly on a letter-size page when printed.

3. If the Google Maps image is not up-to-date (i.e., recent construction is missing), try using Apple Maps which may have more recent images.

4. Turn on Labels and the Satellite View so that all street and building names are included in the base map. Here's how in Google Maps.
   a. Access the Map Details screen from the Layers > More command at the lower left of the GoogleMap screen.
   b. Select the Labels checkbox at the bottom of the Map Details screen.
   c. Select Satellite map type from the same window.

5. Zoom out wide enough so you have a little extra margin of all four sides of your map. This will provide space to add stamps and markups in ML Drawings.

6. Save your map as a landscape-oriented PDF using the "Print to PDF" command. ML Drawings currently only imports PDF for floor plans and campus maps.

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2. Emergency Use Are Maps (cont.)

Use ML Drawing® markup capabilities on your base Area Map

Once your area maps are saved as PDF files, open ML Drawings® and upload the files as Base Drawings. (View the MLD support article on adding new drawings.)

Each Base Drawing/Area Map can now be marked up in MLD using its integrated editing tools. By saving the markups in ML Drawings you can be sure the source files can easily be updated in the future regardless of who's responsible for the updates.

Items that can easily be added in ML Drawings include:

- Access roads and fire lanes
- Parking lots
- Emergency Response Areas
- Outbuildings such as fieldhouses, press boxes, and maintenance sheds

Items that can easily be added in ML Drawings include:

PDF-editing application sequence

Using a separate PDF editing capability such as Acrobat® or Bluebeam®, open the previously created area map PDF

1. Optional: Place the area map in a T-1 site map frame. A customizable frame in PNG format can be downloaded from our website's MLD use case resource page. Be sure to customize the district and building name and address using the software's Type tool,, and save the PDF for each building area map.

2. Place a North compass point in correct orientation to the map. A PNG file of a North compass icon is also available for download at the use case resources page.

Let ML Pro Services do the heavy lifting for you

If you already subscribe to ML Drawings, your facilities and IT staff can self perform location and data capture of the required assets for Emergency Plans.

If, however, your staff is already stretched thin, ML Pro Services can perform on-site asset surveys for fast, accurate turnkey records including custom views and related Preventive Maintenance procedures with schedules and assigned staff or contractors.