

# *School Door and Window Labeling Recommendations Updated November 21, 2017*

## **Purpose for labeling doors and windows**

When emergencies occur, the rapid response of emergency workers to the incident can be critical. Many schools have dozens of doors providing entrance and egress to their buildings. During an emergency it may be necessary for responders to gain access through the door closest to the emergency scene. Numbering external doors and windows can be extremely valuable to emergency responders and will also assist your students and staff in acclimating themselves to door locations in case of an emergency.

## **Access Control**

Actively engaging/controlling the flow of people into the school facility is another physical security capability that all school should have. Allowing first responders too accurately and rapidly access the school building is the purpose of providing labels to windows, doors and other access points to the school building.

It is recommended that in large meeting spaces or classrooms that have multiple windows the window number should be affixed to the first window from the right (as viewed from the exterior of the building). Window numbers should correspond with the internal room number and be affixed to the top right of the uppermost right window of the room and be large enough to be visible from the roadway.

## **Numbering Sequence**

All exterior doors that allow access to the interior of the school should be numbered in a sequential order starting with the door located to the further most right of the “1” side of the building. This further most right door should always be labeled #100 while subsequent doors will be numbered in sequential order in a clockwise manner. All door numbers on each side of the building should start with the number that corresponds with the side of the building.

### **Example:**

Side 1 doors- #100 thru #105 etc...

Side 2 doors- #200 thru #207 etc...

Side 3 doors- #300 thru #312 etc...

Side 4 doors- #400 thru #405 etc...

*Note:* Each side of a building should be known by a number. The front of the building (where the main entrance is located) is the “1” side. The sides of the building should then be numbered in sequential order in a clockwise manner. With few exceptions there should only be 4 total sides to a building. This is true even if a side of a building has alcoves, courtyards, common areas etc...

If assistance is needed at the corner of a building the corner can be described by calling it by the numbers of the two sides that meet at that corner.

Example:

Sides 1 and 2 meet = the 1, 2 corner

Sides 2 and 3 meet = the 2, 3 corner

Sides 3 and 4 meet = the 3, 4 corner

Sides 4 and 1 meet = the 1, 4 corner

## **Exterior Number Positions**

*Exterior Doors:*

All numbers should be:

- Placed at the top of the door or above the door frame
- Where a multiple bank of doors (3 or more) is present, it is good practice to center the number or put the same number at both ends of the bank.
- Each door may be numbered separately, as follows: 301, 302, etc.
- Retro-reflective numbers

*Exterior Classroom Doors:*

All numbers should be:

- The actual classroom number should be placed on the exterior of the door approximately where a peep hole would be placed.
- There should **NOT** be a second number on this type of door that would fall into the sequential pattern of the other exterior doors.
- Retro-reflective numbers

*Windows:*

All numbers should be:

- Window numbers should correspond with the internal room number and be affixed to the top right of the window and is in the further most right window of each room. (as seen from the exterior of the building)
- Be large enough to be visible from the roadway.
- Retro-reflective

## **Number Sizing**

It is recommended that letters be a minimum of 4 inches in height if the structure is 36 feet from the roadway and a minimum of 6 inches in height if greater than 36 feet from the roadway. The width of the numbers/letters should be at least 1 to 2.5 inches across.

## **Number Color**

The color of the number/letter on windows and doors is not critical as long as it contrasts with its background. Consider retro-reflective numbers/letters on all locations to help in low light situations.

*Note: In most cases white numbers work well on clear glass. While a bulk purchase of one color may be more economical, it may be less useful on some surfaces or require a dark back panel.*

## **Interior Numbers**

*Interior of a classroom, conference room or office etc...*

The numbers should:

- Match the number on the outside of the door
- Always be placed opposite of the hinge side of the door near the bottom so they can be viewed in smoky conditions
- Contrast with their background
- Be retro-reflective for low light or smoky conditions

*Exterior of a classroom, conference room or office (interior hallway/corridors etc...)*

The numbers should:

- Match the number on the inside of the room
- Always extend out from the wall, or hang down from the ceiling
- Always be visible from a distance, either end of the hallway or corridor
- Contrast with their background

## **Non Access Doors**

Doors which do not allow access to the building should not be numbered. Examples of these may be storage rooms, trash rooms, fire/sprinkler riser rooms. They may/should be labeled “storage only”, “Fire Sprinkler Room” etc...

\* If possible all these doors should have “No Access” on them.

## **Mobile Classrooms**

A mobile classroom present unique issues and should be numbered using an “M” to signify it is a modular or mobile. (M-1, M-2)

Each Mobile classroom should be numbered near each door and on the street side so the numbers are visible to emergency responders.

## **Courtyards**

Completely enclosed courtyards are numbered CY-1, CY-2, etc., and are numbered on both the inside and the outside, in the same manner as other exterior doors.

\* Unless the doors are from a classroom or a room with no internal access. If this is the case they should be numbered as mentioned in previous sections.

Generally the courtyard door closest to the main entrance is labeled CY-1. Multiple courtyards can be numbered:

1<sup>st</sup> courtyard: CY1-1, CY1-2

2<sup>nd</sup> courtyard: CY2-1, CY2-2

If the courtyard is not completely enclosed the number sequence would fall into what ever side the courtyard is located and the standard sequence.

