

Model Door and Window Classroom Numbering

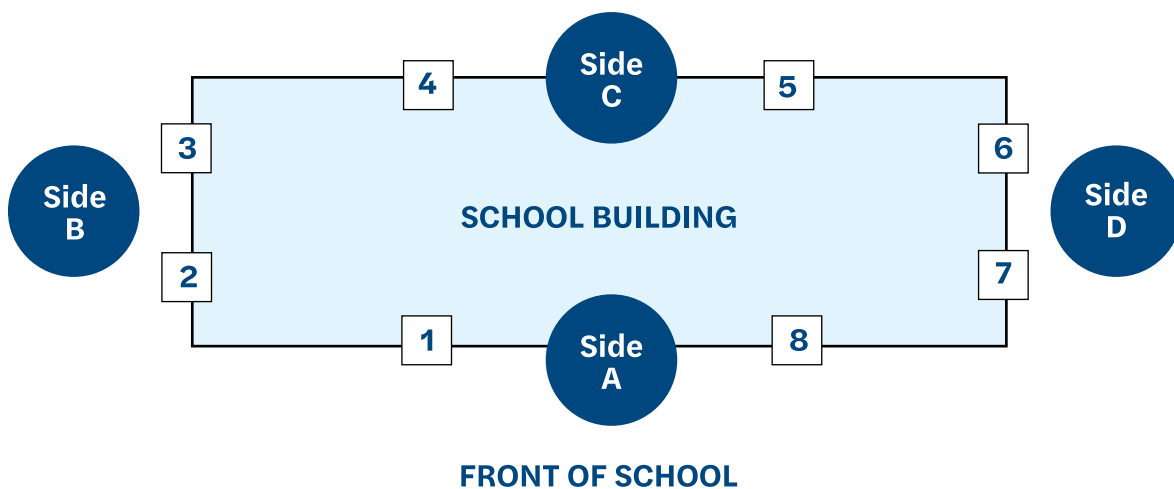
Center for Safe Schools (CSS), an initiative of Center for Schools and Communities, is a nonprofit organization committed to supporting schools, educators, parents, law enforcement, community partners and local agencies develop and practice emergency management and crisis response plans, create positive school environments, implement evidence-based programs, and establish proactive safety measures.

Purpose of Numbering School Doors

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 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.

Numbering Sequence

All exterior doors should be numbered in a sequential order starting with the main entrance (office door and public entrance). The main entrance should always be designated as number one. Subsequent doors will be numbered in sequential order in a clockwise manner.



Responders typically identify the front of the school as “Side A.”

Center for Safe Schools is here to help.

Contact us for technical assistance on interior and exterior door numbering.

Email us at Info@CenterForSafeSchools.org or call us at 717-763-1661.

Exterior Numbers

According to Section 505 of the International Fire Code requirements (§ 505), all numbers should be:

- Arabic numbers.
- Visible from the street or closest traffic way and driveway.
- Contrasting with their background.
- Retroreflective for low light or smoky conditions.

Additional Recommendation

Utilizing retroreflective material can assist emergency responders during nighttime, low light or smoky conditions.

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

Exterior Number Position

All numbers should be:

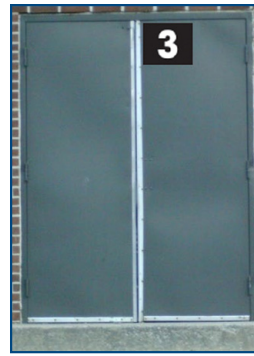
- Placed at the top right of the door.
- Where a multiple bank of doors (three or more) is present, it is good practice to center the number or put the same number at both ends of the bank.
- Each door may be numbered separately, as follows: 3-1, 3-2, etc.
- Some schools have chosen to mark each door with an individual number when they face different directions (north and east).

Exterior Number Sizing

According to the International Fire Code § 505 requirements, all numbers should be the correct size in correlation with how far from the street or fire department access (Ord. 2010-17 § 1 (part), 2010; Ord. 2007-15 § 1, 2007):

- Structures up to 36 feet away: numbers are a minimum of 4 inches high and a minimum of 1/2-inch stroke width.
- If the structure is 36 to 50 feet away: numbers are a minimum of 6 inches high and a minimum of 1/2-inch stroke width.
- When the structure is more than 50 feet away: numbers are a minimum of 9 inches high and a minimum of 1-inch stroke width.

Some schools have chosen to use 12-inch numbers for increased visibility. Obviously the larger the number, the greater the distance it will be visible to responders.



Exterior door with number on door



Exterior door with number on building



4-inch numbers



12-inch numbers

Interior Numbers

The numbers should:

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

Courtyard Doors

- Completely enclosed courtyards are numbered C-1, C-2, etc., and are numbered on both the inside and outside, in the same manner as other exterior doors.
- Generally, the courtyard door closest to the main entrance is numbered C-1.

Multiple courtyards can be numbered:

- First courtyard: C1-1, C1-2, etc.
- Second courtyard: C2-1, C2-2, etc.

Letters and numbers should be:

- Contrasting with their background.
- Retroreflective for low light or smoky conditions.

Roof Hatches and Roof Access Doors

Roof hatches and roof access doors should be:

- Numbered R-1, R-2, etc.
- The following sizes:
 - Exterior: 6-inch minimum.
 - Interior: 4-inch on the interior as with regular doors.
- Contrasting with their background.
- Retroreflective for low light or smoky conditions.

Roll-Up (garage-style) Doors

Numbers on roll-up doors that provide access to the interior of the school should be:

- Numbered consistent with other exterior doors.
- Marked by placing the number between 1/2 and 3/4 (of the height of the door) off the ground.
 - Example: 8-foot-high door, number would be placed between 4 to 6 feet off the ground.
 - When roll-up door is open for the majority of the day and access to the school is otherwise restricted by locked interior doors, the number should be placed near the top of the door frame.*
- Contrasting with their background.
- Retroreflective for low light or smoky conditions.

***NOTE: The practice of leaving roll-up doors open should be strongly discouraged through local procedures and guidelines, because it presents a potential security breach.**

Mobile Classrooms

- Mobile classrooms present unique issues and should be numbered using an “M” to signify modular or mobile (M-1, M-2, etc.).
- Each mobile classroom should be numbered near each door and on the “street” side, so the numbers are visible to emergency responders.
- Letters and numbers should be contrasting with their background and retroreflective for low light or smoky conditions.
- Some schools choose to use numbering as though the mobile units are another floor or wing. Example: modular units are numbered 301, 302, and 303 located next to a small two-story elementary school. **However**, please note best practice is to use an “M” in front of the number to avoid confusion by emergency responders.

Note: This document is not intended to require schools to renumber doors that utilize a preexisting numbering system that was already agreed upon by responders and school officials.

Special Markings for School Safety and Emergencies

Areas of Rescue Assistance

If local responders have designated areas of rescue assistance, these areas should be marked with a minimum of a 24-inch “R” on the exterior of the window closest to the fire lane or as otherwise designated by the fire official for the municipality.



Interior areas of rescue assistance should be marked conspicuously within the building so persons needing assistance can readily identify those areas or rooms during an emergency situation.

NOTE: NFPA (National Fire Protection Association) standards require two-way communications at these areas of rescue.

Stairwells

Stairwells should be identified pursuant to local code or NFPA-Life Safety Code § 7.2.2.5.4. A lettered designation is recommended for stairwells in schools (A, B, C, etc.) and should be:

- Contrasting with their background.
- Retroreflective for low light or smoky conditions.
- When possible, color-coded to aid in law enforcement response for active criminal events.

Street Address Markings

Identification of premises in the form of address numbers, building numbers or approved building identification shall be placed in a position that is plainly legible and visible from the street or road fronting the property according to § 505.

The identification should be:

- Contrasting with their background.
- Arabic numerals or alphabet letters.
- A minimum of 4 inches high and a minimum of 1/2-inch stroke width.

Unique Situations

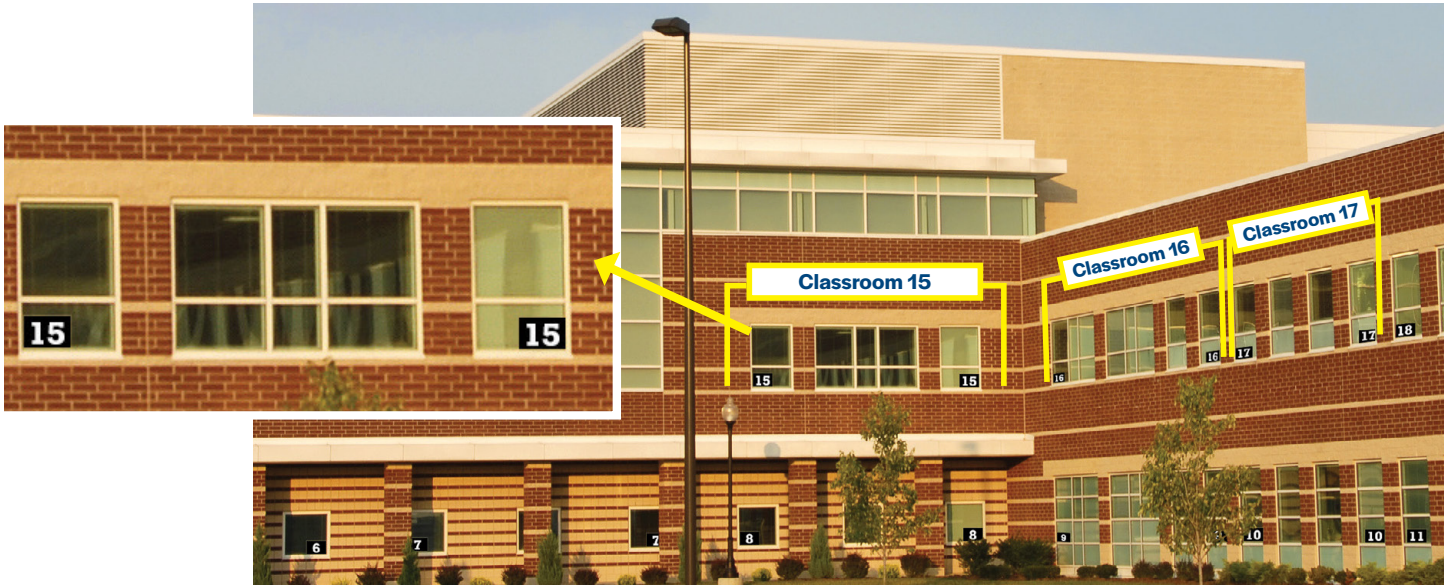
As with other situations school design and configurations present unique challenges to a uniform door numbering system. Deviations from this guideline may be made upon the mutual agreement of the school or school district and the primary fire department and/or municipality having jurisdiction.

Window Classroom Labeling

All numbers and/or letters should correspond to the respective interior classroom identification and:

- **Exterior** – Labels affixed to the far lower corners of each side of the first and last window of the corresponding classroom.
- **Interior** – Labels affixed at the minimum height of 24” from the floor (bottom sill height) and in proximity to the center of the room.
- Sizing should correspond to that utilized for exterior doors and be readable as per the exterior door numbering guidance. Interior labeling should be a minimum of 4”.

NOTE: All schools are encouraged to facilitate a planning meeting with local first responders to discuss their response strategies and awareness of door and classroom labeling enhancements.



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to implement your Model Door and
Window Classroom Numbering
System through our online store.

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