

School Door and Window Labeling Recommendations



JUNE 2024

School Emergency Readiness Program

The Division of Homeland Security and Emergency Management, in cooperation with the NH Fire and Police Chiefs Associations, the City of Manchester Police Department, the NH Department of Education, and the NH Fire Marshal's Office, have endorsed a model system for the labeling of doors, windows, and other access points in school buildings. It is recommended that labeling the physical sides of the building in accordance with accepted practices be considered when schools and public safety officials undertake the task of labeling windows and access points (See figure 1).

Access Control

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

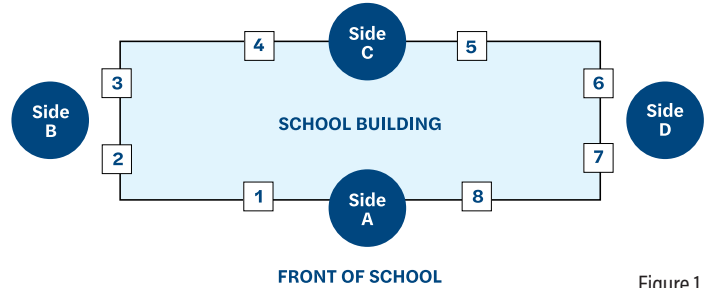


Figure 1

Responders typically identify the front of the school as "Side A."

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 between 36 and 50 feet from the roadway (See figure 3). The width of the numbers/letters should be at least 2.5 inches across.



Figure 2

Number/Lettering Sizing 4"

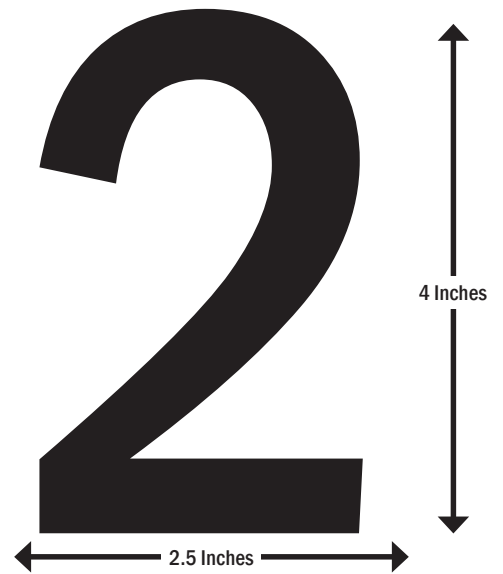


Figure 3

Exterior Window Labeling

It is recommended that in large meeting spaces or classrooms that have multiple windows the window number should be affixed to the first window and last window in the space to ensure first responders recognize the windows are all part of the same space. Window numbers should correspond with the internal room number and be affixed to the bottom right of the window if possible (See figure 2) and be large enough to be visible from the roadway (See number sizing and figure 3).



For more information about this recommendation, please contact:

School Readiness Program | schoolreadiness@dos.nh.gov | NH.gov/HSEM

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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 exterior doors providing entrance and egress to their building(s). 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 that allow access into the school should be numbered in a sequential order starting with the main entrance (office door/public entrance). The main entrance should always be #1 while subsequent doors will be numbered in sequential order in a clockwise manner.

Exterior Number Position

All numbers should be:

- Placed at the top right of the door (See figure 4)
- If 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: 3-1, 3-2, etc.



Figure 4

Interior Numbers for Exterior Doors

The numbers should:

- Exterior doors should be labeled on the interior and exterior
- 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 retro-reflective for low light or smoky conditions

Courtyards

Completely enclosed courtyards are numbered CY-1, CY-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 CY-1.
- Multiple courtyards can be numbered: 1st courtyard: CY1-1, CY1-2, etc. 2nd courtyard: CY2-1, CY2-2, etc.

Non Access Doors

Doors which do not allow access to the building should not be numbered. Examples of these may be storage rooms or trash rooms. They may be labeled "Storage Only", "No Access", etc. (See figure 5).

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.



Figure 5

References

Center for Safe Schools. Model Door Numbering System. Retrieved June, 2019 from https://www.centerforsafeschools.org/wp-content/uploads/2024/03/CSS-Door-and-Window-Classroom-Numbering-2024.pdf?utm_campaign=CSS%20-%20Door%20Numbering&utm_medium=email&_hsmi=216463257&utm_content=216463257&utm_source=hs_automation

National Fire Protection Association (NFPA) 3000.



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