

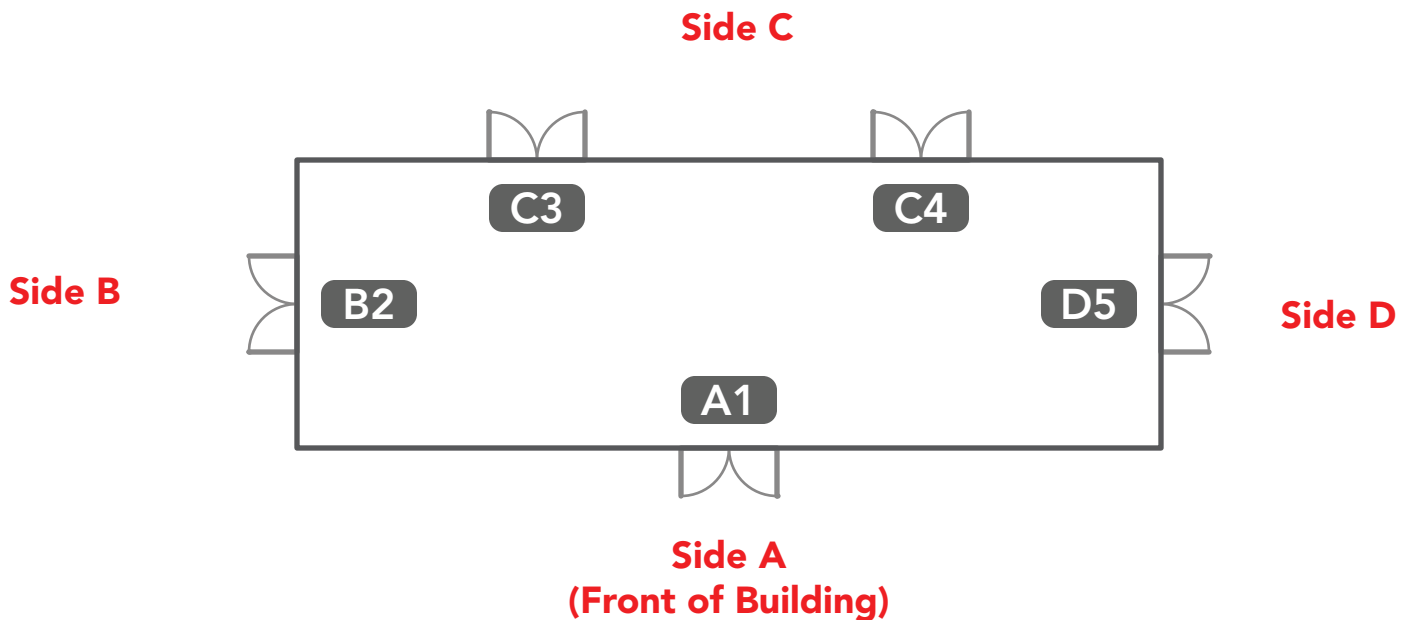


# EMERGENCY INFORMATION SYSTEMS™

WAYFINDER™  
Safety System

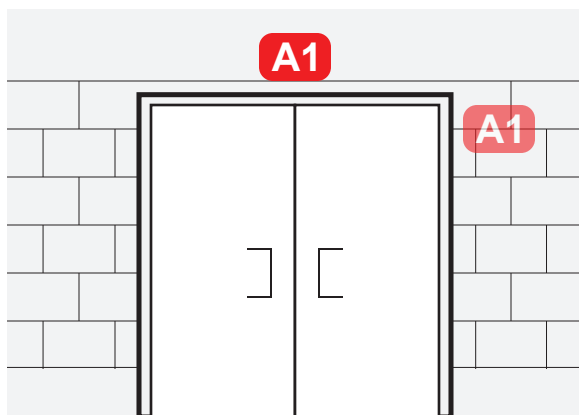
Standardized  
School Safety Exit Door  
Numbering Guidelines

## Numbering Scheme

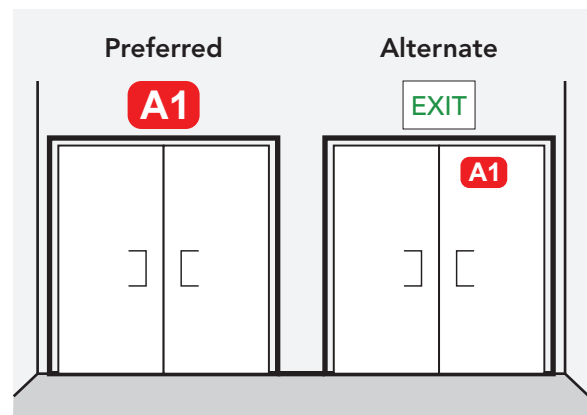


Exit doors should be labeled **counterclockwise and sequentially** starting with the main entrance. All sides of the building should be labeled A, B, C, and D. Side A should be the side where the Main Entrance is located (usually the front of the building). Exit door numbers should be prefixed by the letter of the side of the building where it is located (i.e. A1).

**Installing exit door number placards both on the exterior and interior of the doors is highly recommended.**



**Exterior Exit Door Number Placards** should be permanently mounted to a stationary surface beside the door, and placed in such a manner that when the door is open, the numeral is still readable. It is recommended that placards should be mounted centered over the door. If that is not possible, then it should be placed to the right side.



**Interior Exit Door Number Placards** should be installed to aid 911 callers in identifying and communicating their location. They should be installed centered above the door on a stationary surface or on the right side of the right-most door nearest the door handle.

# Numbering Scheme

## Captions & Symbols

Captions and/or universal symbols should be used to mark access to important rooms (i.e. nurse office, gym, cafeteria).

Placards for doors that provide stairwell access should be labeled "Stairwell Access". If stairwells are numbered, the stairwell number should be noted in this caption.

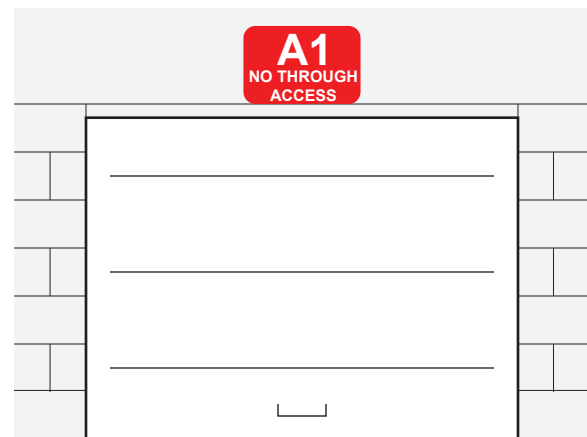
If large assembly spaces (i.e. Cafeteria, Auditorium, Gym) cannot be labelled by windows, they should be labeled on door placards.



## Access

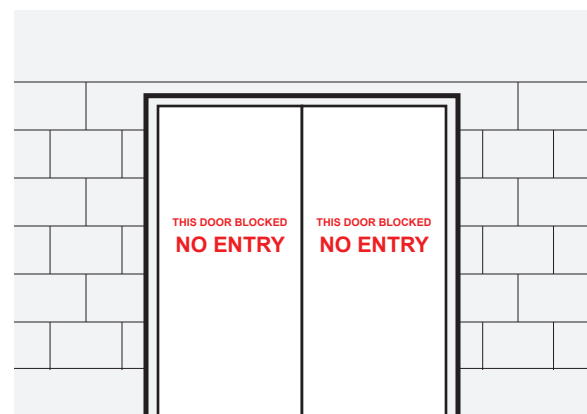
All doors should be numbered regardless of if they provide through access or not. Placards for doors without through access should be numbered and then labeled/captioned "no through access."

Garage & Roll-up doors (including those at loading docks) should be included in the sequential numbering scheme regardless of if they provide through access.



## Sealed Doors

Doors that have been sealed off should not be numbered, and should be labeled with a "This Door Blocked - No Entry" placard or decal.



## Label Placement

Placement and mounting of both exit door and window numerals should be consistent throughout the building and if possible, the campus/district.



## Exterior Numbering

Exterior Exit Door Numbers should be displayed on placards and affixed to the building wall rather than the door itself. This allows for:

- Reduced cost for the school
- Consistency in placement across buildings in a campus or district, regardless of varying door types and material of construction
- Increased vandal and tamper resistance
- Ease of installation and replacement at the end of service life
- Guaranteed mechanical adhesion for years
- Increased label visibility for recessed doors

Numerals should be affixed to a placard which is then bolted or otherwise adhered to the masonry.

For aesthetic reasons, schools may also opt for numerals to be reverse-cut with adhesive on the front/reflective side to be mounted on the interior side of glass doors. This will increase the lifetime of the product. However, the district must confirm that these interior glass surfaces are not treated with any laminates as mounting labels to them will void their warranty.

Metal doors should only have reflective numbers affixed to them if the paint is healthy and well-adhered to the substrate.



## Interior Numbering

Interior Exit Door Numbers should be displayed as decals or on placards which are mounted centered above the door frame. If this is not possible, mount to the right side of the door. Numbers should be large enough to be visible from the furthest classroom that uses the exit during an evacuation.

## Building Side Identification

Large placards can also be used to identify each side of the building as "A", "B", "C", or "D".

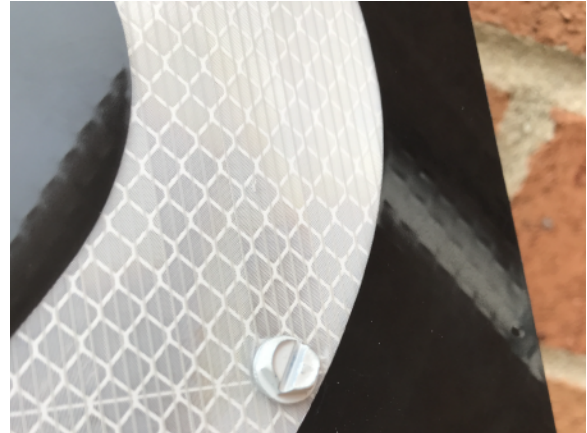
## Design Characteristics

### Size & Material

Numerals must be reflective to aid in viewability in inclement weather and after dusk.

Numerals should be viewable from a minimum distance of 100' from the ground.

Numerals should be made as large as possible to increase viewing distance. Standard installation sizes are 8", 10", and 12". Numerals should be made as large as possible without aesthetically compromising the facade of the building.



### Colors

Numerals must contrast the background or substrate that they are mounted to.

White is the most common color choice.

Optionally, doors with through/building access can be labeled with green placards and those that do not provide through access can be labeled with red numerals.

Optionally, schools may choose to use different colored placards for each side (A, B, C, D) of the building.



To Order Visit:  
**[www.emergencyinfo.systems](http://www.emergencyinfo.systems)**