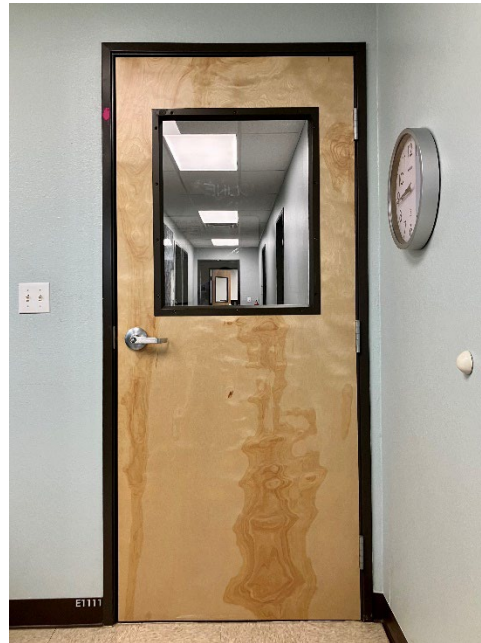# Emergency
Room Number Guidelines

These guidelines are intended to standardize wayfinding for emergency response personnel within large multi-wing/ multi-story/ multi-tenant County facilities which undergo routine tenant modifications.

Room Numbering Overview

Emergency room numbers for each enclosed space within a building should be labeled at the head and foot of doorways. These designations will be independent of user-group room names and corresponding placards.


The emergency room number posted at the door frame **header** designates the **room being entered**. The emergency room number posted at the **baseboard** level on the door-handle side of the door designates the **room being occupied**.

Building Organization

To optimize room numbering for emergency wayfinding, assess each facility for:

1. cardinal orientation on a map
2. physical organization of adjacent buildings/ additions/ wings/ floors
3. internal organization of departments or fire partitions/ ratings

The example facility below demonstrates a room numbering system that is based on the cardinal orientation of the facility with north and south wings and different use zones within the central portion of the building.
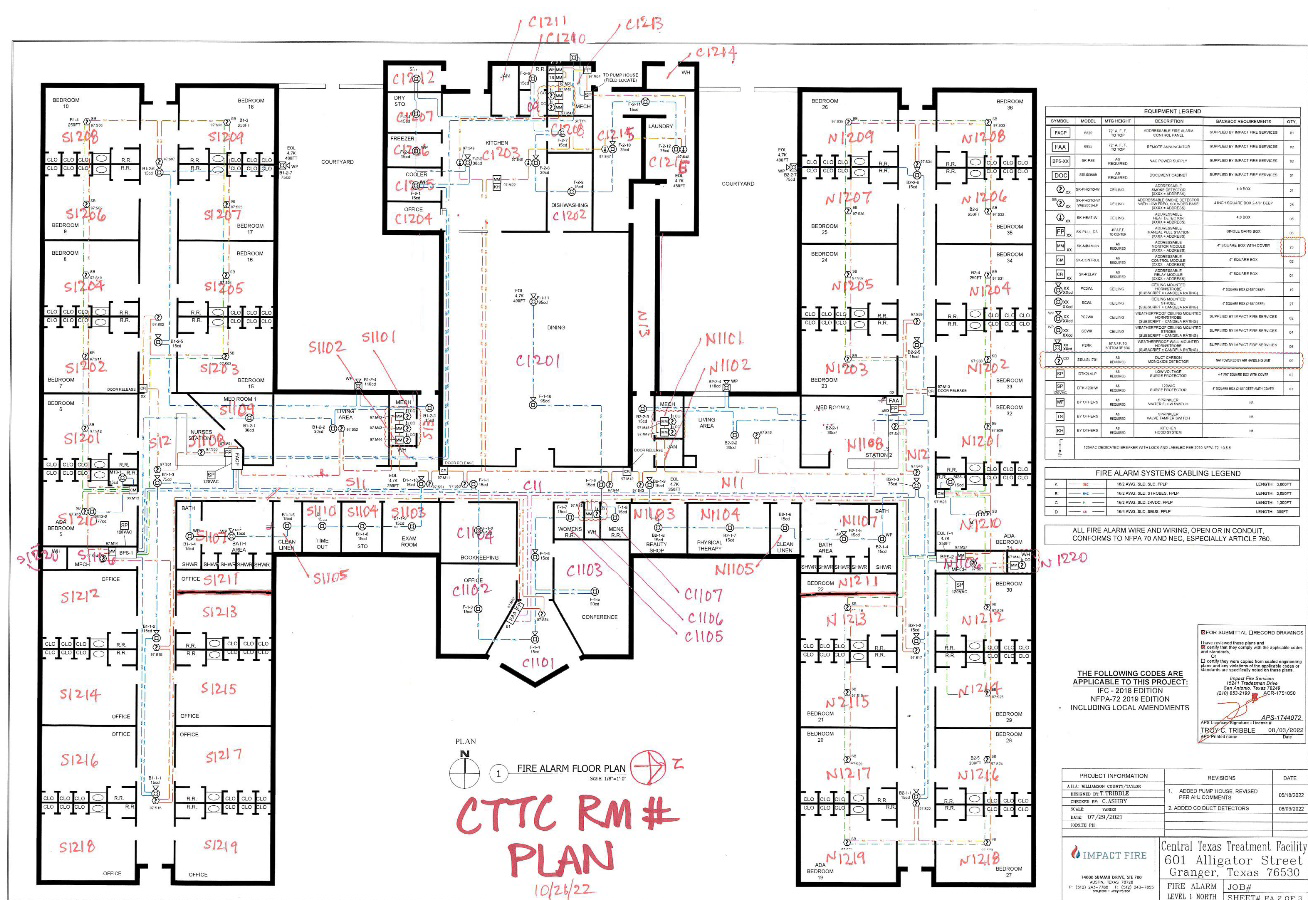
Room Numbering System

Each room number is composed (5) digits, subdividable into (4) parts:

Digit 1 =   Building adjacency/ wing/ addition
                (**C**= central, **N**= north, **E**= east, **W**= west, **S**= south)

Digit 2 =   Floor number
                (**0**= basement, **1**= 1st floor, **2**= 2nd floor, etc.)

Digit 3 =   Zone or Department

Digits 4-5 =   Sequential Number

W2459

West Wing   2nd Floor   Zone 4   Room 59

Circulation Features Numbering

Each corridor/ hallway should be labeled with digits 1, 2 and 3 of the numbering system described above.

Each vertical circulation feature should be labeled with a type followed by digits 1 and 3 separated by a hyphen since vertical circulation can connect a single zone on multiple floors.
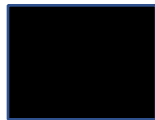
STAIR W-4

Circulation Type   West Wing   Zone 4

Character and Print Specifications

- Characters = Uppercase
- Font = Arial
- Height = 1-inch
- Spacing = 1/8-inch (min. within a word)
- Print Media = 1-1/4-inch clear adhesive tape
- Ink Color = black or white (select for high contrast from doorframe/ baseboard color)

Black

White

Special Circumstances

For rooms with no baseboard, the room number should be affixed at the base of the door frame on the door-handle side with the text readable in a vertical orientation.

Within a detention facility, room numbers should be stenciled in a permanent high-contrast paint rather than the standard print media described above.