

EMERGENCY LABELING SYSTEM (ELS)

The ELS is set in place to standardize the way for Emergency Response to easily identify access points to a building, in the event of an emergency. These are reflective signs placed at doors that have exterior access, hallways, stairs, and elevators. Guidelines are listed below.

TIOGA COUNTY – EMERGENCY LABELING SYSTEM GUIDELINES

- Exterior Doorways
 - Exterior Signage
 - White 6" x 9" reflective sign
 - Blue 6" reflective lettering
 - Approximately three inches above doorway and centered
 - Can be adjusted for obstructions, however should remain above doorway as much as possible.
 - Lettering starts with "A" at main entrance with doors lettered alphabetically in a clockwise rotation around the building.
 - If one doorway is directly above another, the bottom is lettered first, with the top door lettered immediately after.
 - **Only doors which grant interior access to the entire building are labeled.** Storage closets or rooms with no interior access are not labeled.
 - Interior Signage
 - Blue 6" x 9" reflective sign
 - White 4" reflective lettering
 - Approximately three inches above doorway and centered
 - Garage and roll up style doors sign should be placed 6ft from floor approximately 3 inches from LEFT door frame.
 - Signs may be adjusted for obstructions, however should remain above doorway as much as possible, with the exception of garage and roll up style doors.
 - **Interior door sign MUST match the exterior sign for lettering.**
- Hallways
 - Signage
 - Blue 6" x 9" reflective sign
 - White 4" numbering
 - No more than 12" from ceiling and six inches from any corner.
 - Placement may be adjusted for obstructions but should remain as close to guideline as possible.

- Elevators

- Signage

- Blue 6" x 9" reflective sign
- White 4" Lettering
 - Lettering should include "E" for Elevator and a number representing the Elevator number. Example: E1 representing Elevator 1.
- No more than three inches from LEFT edge of elevator frame, and even with top frame of elevator.
 - Placement may be adjusted as necessary for obstructions, with but should remain as close to guidelines as possible.
- Interior placement should be centered, approximately three inches above the top of elevator controls.

- Stairwells

- Signage

- Blue 6" x 9" reflective sign
- White 4" Lettering
 - Lettering should include "S" for Stairwell and a number representing the Stairwell number. Example: S1 representing Stairwell 1.
- Sign should be placed so that it is visible from **BOTH** the floor above and below as entering from hallway.