

NORTHERN KENTUCKY

National Incident Management System Nomenclature Policy



FEMA

(Version: NKy-01-2023.1)

NIMS ICS Nomenclature

- ❖ Designation of the sides/doors consistent with NIMS nomenclature;
- ❖ Exterior identification of doors and classrooms/offices.

Facility Intelligence

- ❖ Building population (students & faculty).
- ❖ Building construction type and overall layout (assembly areas, classrooms, etc). A complete 360° exterior photo tour. Panorama views of assembly areas.
- ❖ Detailed building floor plan to include utility infrastructure.
- ❖ Designation of the sides/doors consistent with NIMS nomenclature;
- ❖ Exterior identification of doors and classrooms.
- ❖ Communications (school & public safety).

Specifications for Life Safety Building Identification

1. Building Identification, Nomenclature and Signage

1. General Concepts – The ability of the public, staff, students and public safety personnel to quickly and accurately identify a specific building(s) and describe their location within a building in a consistent and clear nomenclature is paramount to an effective emergency response. The general principle is that any individual would be able to easily determine and then communicate their exact location or general location where an emergency exists. As such, any new building or any existing building undergoing significant renovation will be required to have a standard manner of identifying buildings on plans and by signage posted on the buildings.
2. Building Name –Buildings may be referred to casually by an assigned name or by the type of service being provided within; however, in the case of multiple buildings being located at the same facility, the individual building number must be posted on a sign approved by public safety personnel and affixed to the building at all major access points to a building (1 per side as noted below in Section 1.3).
3. General Identification of Sides / Floors- The sides of each building are to be designated phonetically and the floors of a building are to be designated numerically. Buildings with levels below the grade of the primary entrance are to be designated pursuant to the specific features of the building (i.e. Basement, sub-basement. The same system of designation shall be used for features above the levels accessible by public visitors to the building (i.e. roof, penthouse, mezzanine, etc.)

1.3.1 – Building Sides - The side of the building that faces the address or street side, or by which the commonly understood main access is accessed shall be designated the Alpha (A) side. From that side, in a clockwise fashion, each side of the building will then be sequentially and alphabetically termed the “Bravo “B”, Charlie ”C”, Delta “D” side, etc.

Specifications for Life Safety Building Identification NFPA 1561 / NFPA 3000

Building Sides.

A method of identifying locations in and around a building or structure consistent with the National Incident Management System (NIMS).

a. Side A (Alpha).

Side A, also known as Side Alpha, is normally the front or main entrance/access to the building and usually the side bearing the building address. For buildings with an unusual side A, side A will be identified by the incident commander.

b. Side B (Bravo).

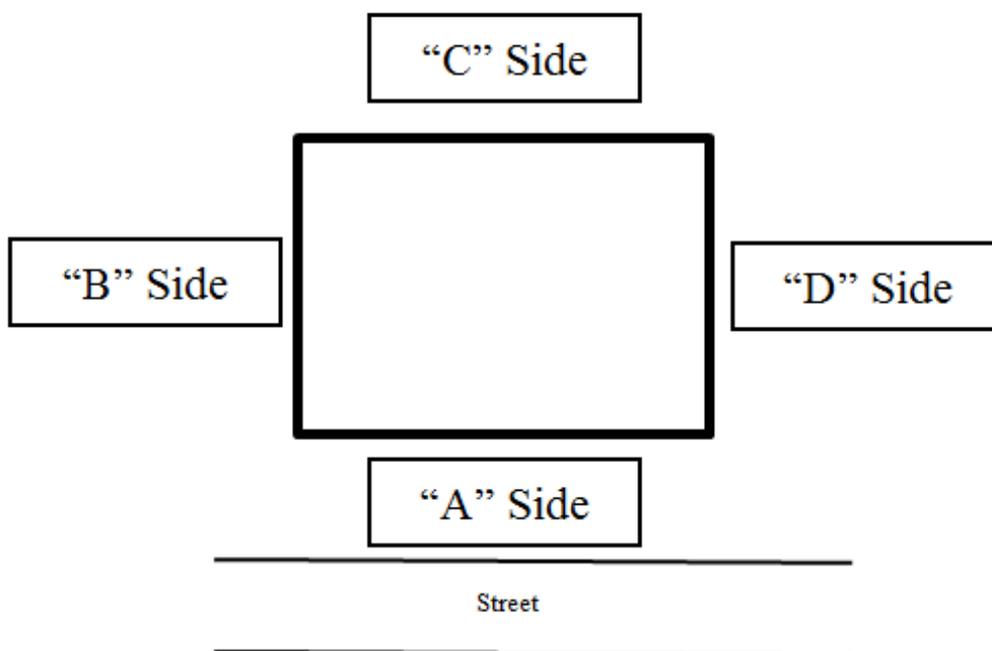
Side B, also known as Side Bravo, is the adjacent side of the building or structure clockwise from Side A.

c. Side C (Charlie).

Side C, also known as Side Charlie, is the adjacent side of the building or structure clockwise from Side B. Generally, this is the back of the building or structure.

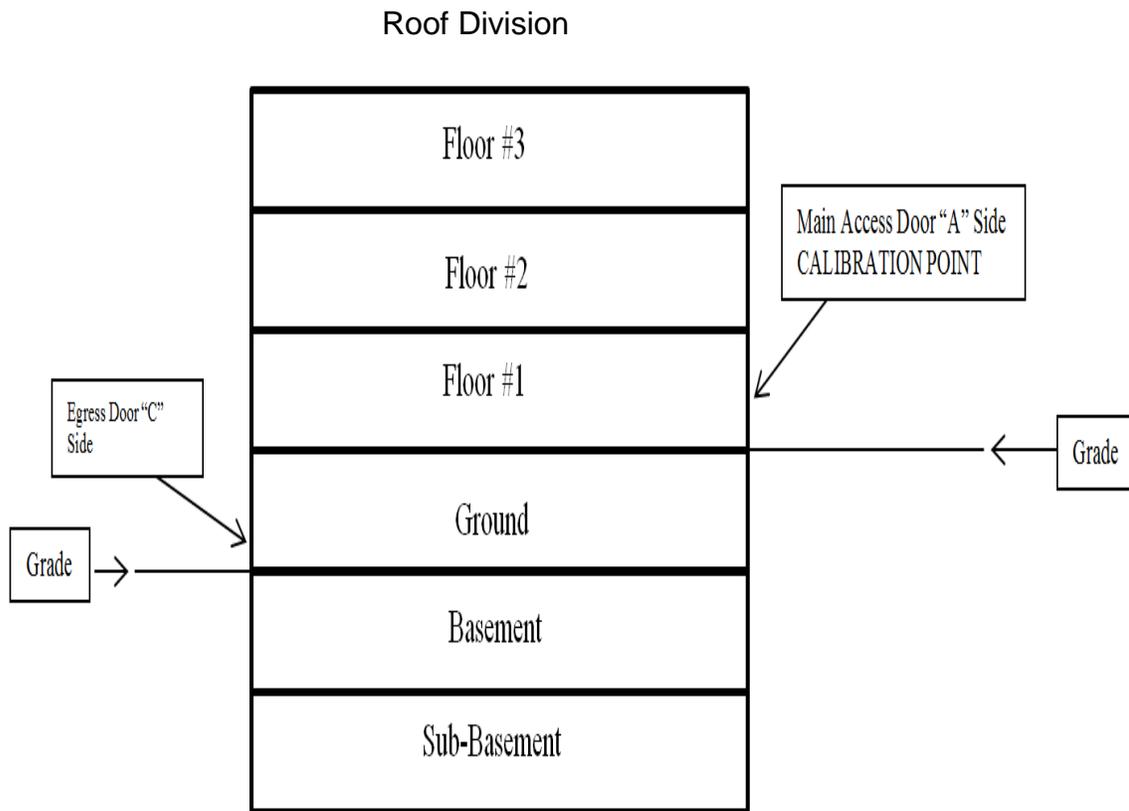
d. Side D (Delta).

Side D, also known as Side Delta, is the adjacent side of the building or structure clockwise from Side C.



1.3.2 – **Building Floors (levels)** - The floors (levels) of the building shall be delineated to the main (primary) access point on the Alpha “A” side of the building at normal grade and will be designated Floor (Division) #1. If there is a level below Floor (Division) #1 that is below grade, but has a direct egress to the outside on a different side, it will be termed the “Ground Floor”. For any floor which is entirely below grade on all sides of the building, it will be designated “Basement”. The immediate level below the basement will be designated “Sub-Basement”.

Floors above Floor #1 (Division 1) will continue vertically in a sequential pattern, (i.e.) Floor #2 (Division 2), Floor #3 (Division 3), etc... and terminate with “Roof Division”.



Each floor is a Division

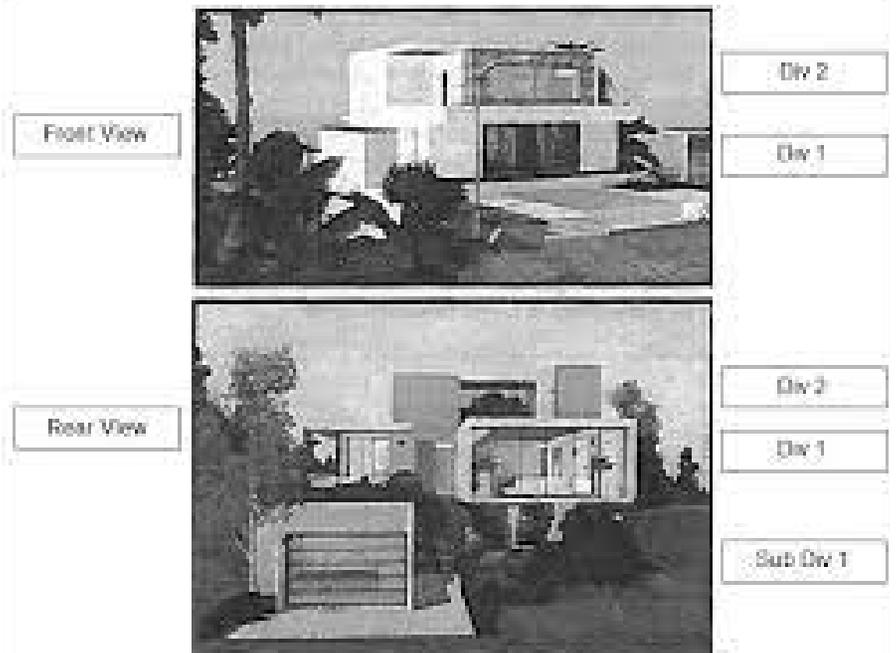
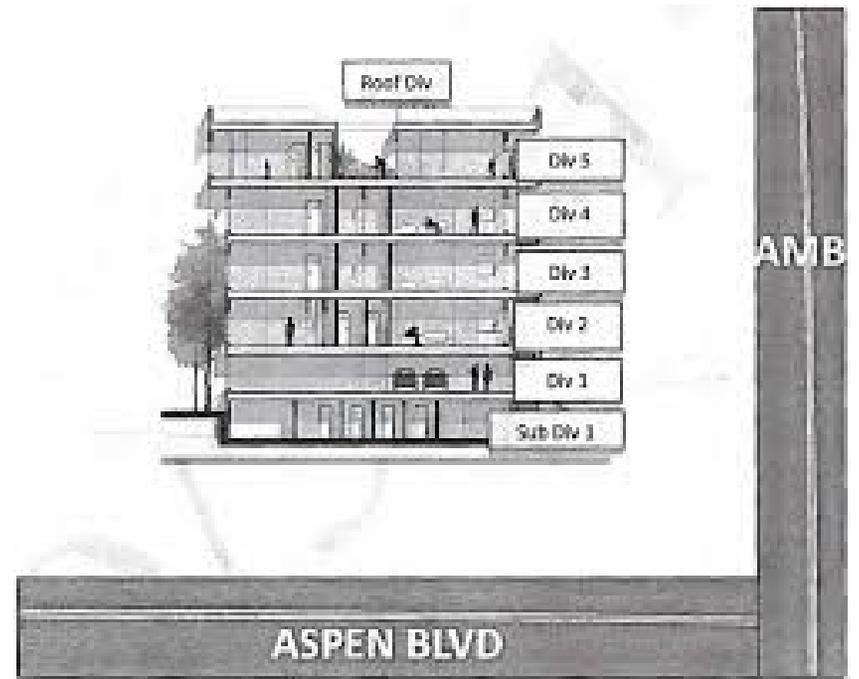


**Side
Alpha**

Grade →

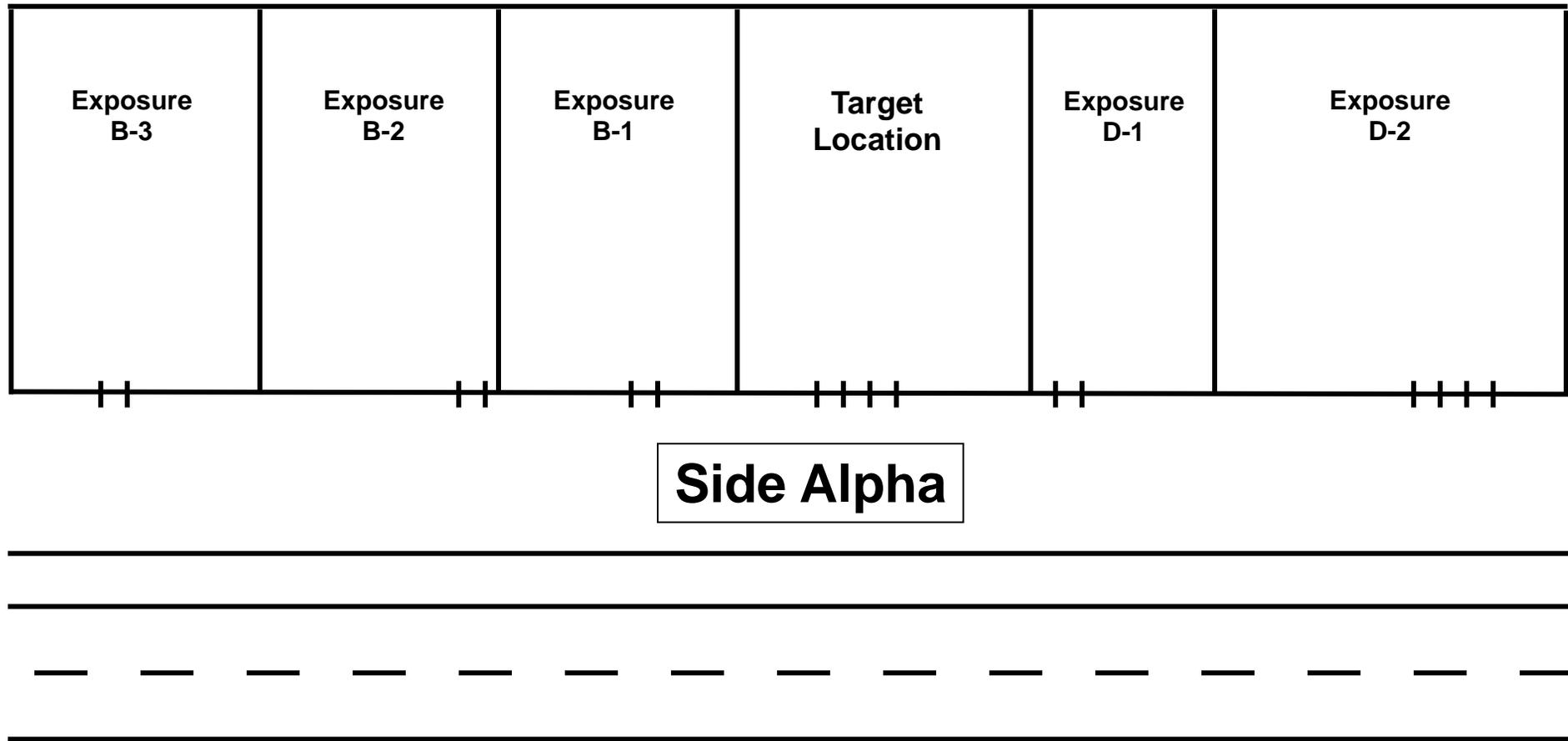
← **Grade**

**Side
Charley**



Multi-Unit Incident / Exposure Designation System

In multi-Unit occupancies, exposures can be indicated by alpha letter identifier for the side of the extension followed by a number that starts adjacent to the unit on fire. For a one story strip mall where fire attack is being initiated on the Division A (Alpha) side, and fire is extending to the Division B (Bravo) side, the IC will start with Bravo 1, then Bravo 2 and so on to address units requiring assigned resources. If the fire extends to the Division D (Delta) side, the IC will start with Delta 1, then Delta 2. In a multistory strip mall with a fire on the second floor and a Division 2 is established, similarly to the one story structure, exposures to the Division Bravo side would be identified as Bravo 1, Bravo 2, and so on. Any exposure problems to the Division Delta side would be identified as Delta 1, Delta 2, and so on. The identifier for an exposure occupancy may be used for identification only and may not necessitate the assignment of an additional supervising Officer. The Incident Commander is responsible for clearly identifying areas of responsibility at multi-unit incidents.



Exposure C-1

Exposure C-2

Side C

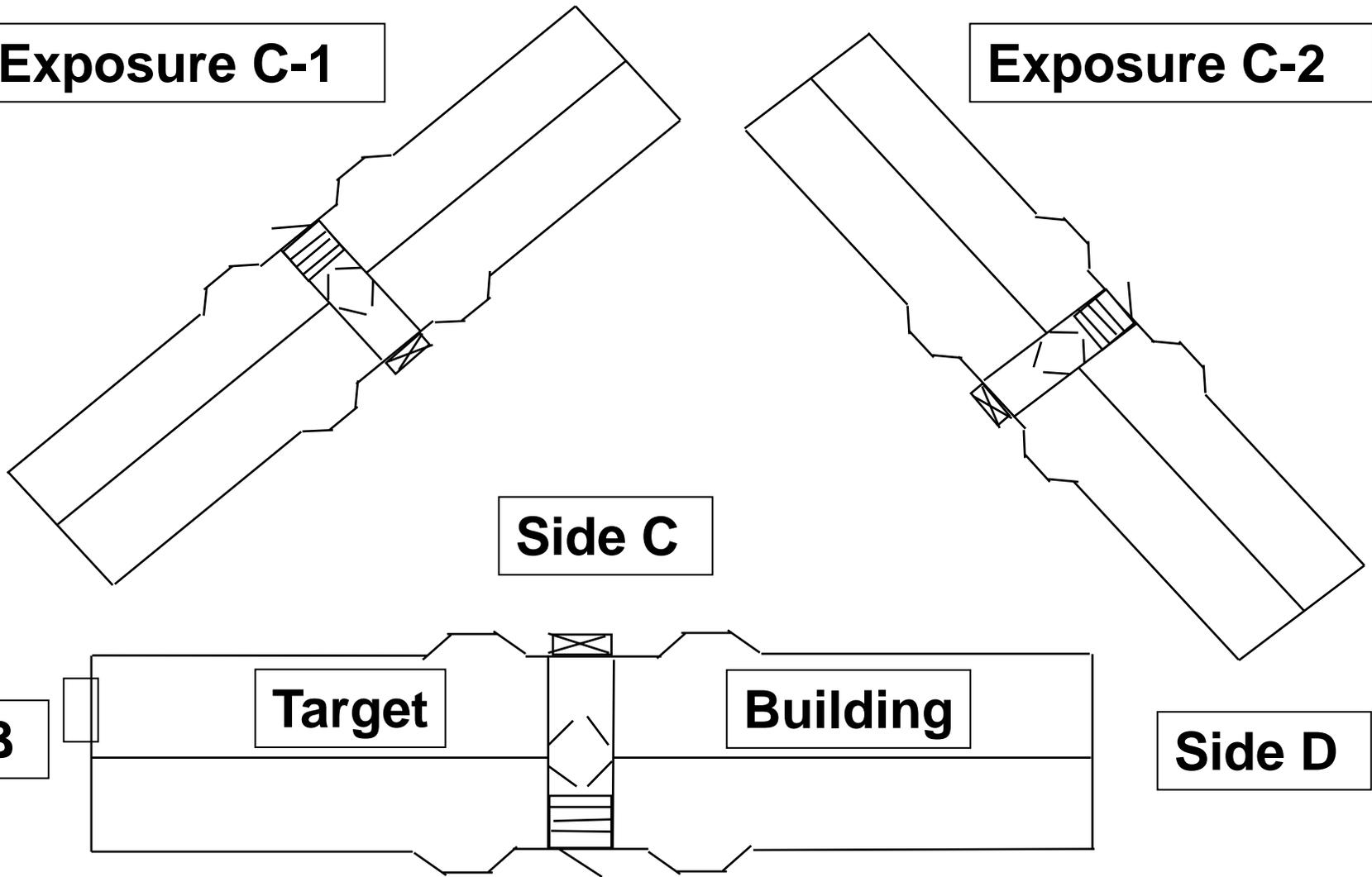
Side B

Target

Building

Side D

Side A



Exposure Designation System

Exposure C1

Exposure C2

Exposure B

**Target
Location**

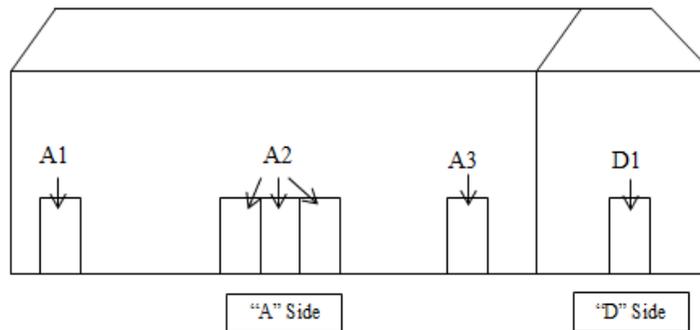
Exposure D

Exposure A

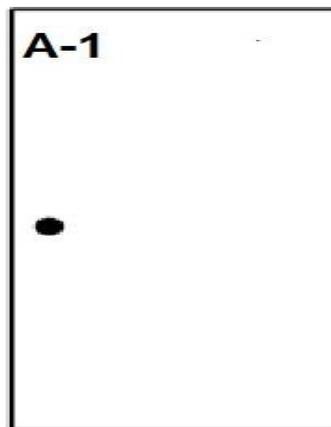
Facility Marking System

1.4 Identification and Signage of Exterior Doors and Windows - Each door providing access/egress to a building and any window on the exterior of a building must be clearly identified on both sides of the door or window. Door and window identification shall be completed as prescribed below. In the event of multiple doors connected together providing access to the same area within the building, a single door number is assigned.

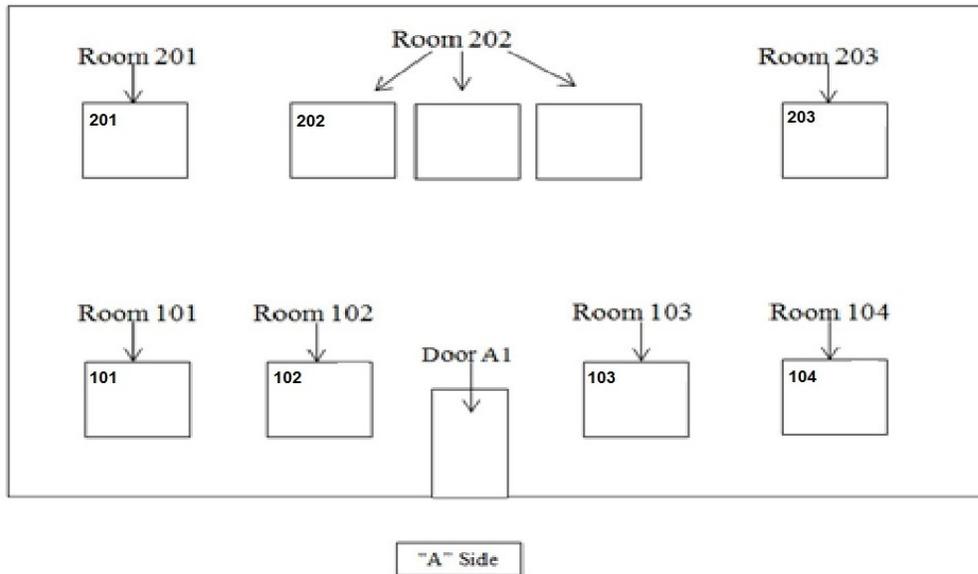
1.4.1 Door Identification – Exterior Doors are identified by the side of the building designated by a capital letter and then their numerical placement on the side of the building when looking at the building from left to right. i.e. “A1, A2, B1, C1, D1”.



1.4.2 **Door Marking** – Exterior Doors are required to be marked on both the inside and outside of the door in the top left upper –most portion of the door (when facing the door). The marking on exterior doors shall be a minimum of 3” in height. Lettering shall be reflective, white block letters (in a Cambria Bold Font 320 point). In the event of a white or a light colored door, the lettering shall contrast with the existing door surface.



1.4.3 **Window Identification** – Exterior windows are identified by the room number in which the window is located. , In the case of multiple exterior windows within a room, the marking is to be placed in the upper left-hand corner of the window as visible from the exterior of the building. The marking is intended to proximity of the window to the demising wall within the room as one is if looking at the side of the building from left to right.

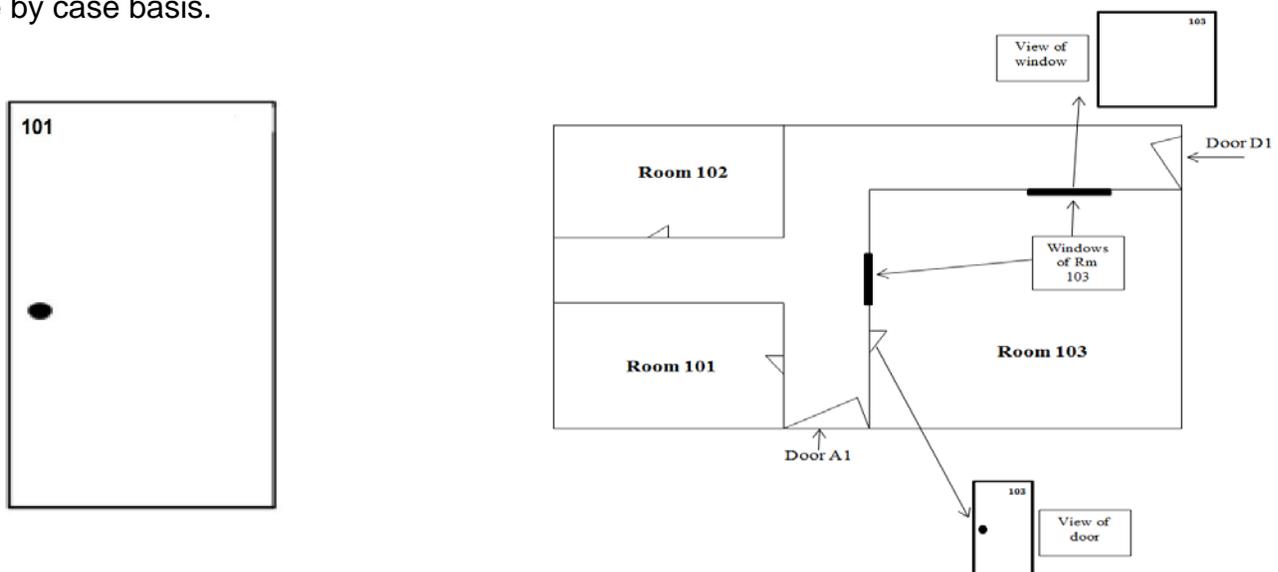


1.4.4 Window Marking – Windows are required to be marked in the top left upper –most portion of the window (if facing the window from outside). The marking on exterior windows shall be a minimum of 2”. Lettering should be white block letters (in a Cambria Bold Font 220 point).

1.5 Identification and Signage of Interior Doors and Windows- The general requirement is that from any location within a building, any person should be able to identify a specific location and/or be quickly directed by public safety personnel to find an identifier that will assist with the determination of the location of an emergency. Each door that provides access or egress to or from a room on the interior of a building must be clearly marked on both sides of the door. Markings must be as prescribed below In the event of multiple doors connected together providing access to the same area within the building, a single door number is assigned.

1.5.1 Interior Door Identification – Interior Doors are identified by the room number.

1.5.2 Interior Window Identification – In some cases, windows within rooms are not located near the entry doors to the room where a room number could be easily seen. Public safety personnel can assist a facility in determining whether a room number is required to be posted on interior windows on a case by case basis.



Corridor Identification - Corridors within the building shall be identified based upon the orientation of the corridor with the designated side of the building. A corridor within the building that is parallel to the designated building side shall be designated as the “side corridor”. For example, a corridor within the building that parallels the alpha side of the building shall be designated as the Alpha Corridor. This system should be utilized to delineate additional corridors that parallel the exterior sides of the building. Corridors within the interior of the building shall be designated as follows. Corridors that are parallel to the Alpha side shall be delineated from the Alpha side to the Charlie side beginning with the first available phonetic designation (i.e. Edward “E”). Corridors within the interior of the building that are parallel to the Bravo side shall be delineated from the Bravo side to the Delta side beginning with the first available phonetic designation (i.e. Frank “F”). Some schools may elect to name corridors based on school needs (i.e. “Eighth Grade Hall”, after a mascot “Wildcat Way”, etc...). Each hall or corridors should be marked or labeled at the beginning and end of each hall for everyone to visually see.

Stairwell/Elevator Identification – Stairwells/Elevators within the building shall be identified based upon the location of the stairwell/elevator within the building. Stairwells/elevators located on a corner or side of the building shall be designated as such (i.e. Charlie stairwell/ A/B elevator stairwell/elevator). A single stairwell/elevator within the center of the building will be designated as the core stairwell/elevator. Multiple stairwells/elevators in the building shall be designated phonetically from the Alpha to Delta side.



NORTH
STAIRWELL 1
A/B

ELEVATOR 1
CORE

BRAVO CORRIDOR

