



SOUTH LYON FIRE DEPARTMENT

Manual of Procedures 413

EMERGENCY ACCESS KEY BOX

Issued: December 12, 2011
Revision: October 1, 2016
Approved: Chief Mike Kennedy

I. SCOPE

This document serves to establish the procedure for utilization of the Supra Rapid Entry System. The Supra Rapid Entry System is a secured key box that is mounted permanently at or near a property entrance. Specific keys (for that building) are kept in the box. The South Lyon Fire Department will maintain master keys that will allow access to all Supra lock boxes within the City of South Lyon. The Fire Chief is responsible for issuing master keys as well as insuring that they are kept secure.

II. REQUIRED INSTALLATION

New and existing structures that are classified as any of the following shall be equipped with a key box at or near the main entrance or such other location required by the fire prevention bureau.

- A. Commercial or industrial structures protected by an automatic fire alarm system or automatic fire suppression system.
- B. Any building or facility containing a quantity of hazardous materials, which would require compliance with Title III of SARA (Superfund Amendment Reauthorization Act).

All newly constructed structures subject to this section shall have the key lock box installed and operational prior to the issuance of a certificate of occupancy.

The owner or operator of a structure required to have a key box shall at all times, keep keys in the key box that will allow for access to the following:

- A. Keys to locked points of egress, whether on the interior or exterior of such buildings.
- B. Keys to locked mechanical equipment rooms.
- C. Keys to locked electrical rooms.
- D. Key to elevator controls.
- E. Keys to the other areas as directed by the fire prevention bureau.

Key boxes are frequently installed near the main entrance to the building at a height not to exceed six (6) feet above finished grade. This height has proven to be ideal since it enables fire crews to access the key box quickly without the delay of setting up a ladder. Also, six (6) feet is high enough to discourage the idly curious. Other locations may be considered on a case-by-case basis.



SOUTH LYON FIRE DEPARTMENT

Manual of Procedures 413

III. EMERGENCY ACCESS

When the fire department responds to a dispatched incident at a building equipped with a key box, the key box will be accessed using a fire department master key. Keys and information will be removed from the key box and used for access as deemed appropriate by the Incident Commander.

This access shall only be done in accordance with and under the legal permission granted under the **Michigan Fire Prevention Code, Public Act 207 of 1941**.

29.7a Conditions dangerous to persons or property; restrictions and requirements; investigation of causes and effects.

Sec. 7a. (1) If the state fire marshal or the commanding officer of the fire department of a city, village, township, or county, or a fire fighter in uniform acting under the orders and directions of the commanding officer determines a dangerous condition exists, the state fire marshal, the commanding officer of the fire department of a city, village, township, or county, or the fire fighter in uniform acting under the orders and direction of the commanding officer upon finding an emergency condition dangerous to persons or property, may take all necessary steps and prescribe all necessary restrictions and requirements to protect persons and property until the dangerous condition is abated.

(2) The state fire marshal, the commanding officer of the fire department of a city, village, township, or county, or a fire fighter in uniform acting under the orders and directions of the commanding officer, responding to a fire or emergency call, who, upon arriving at the scene of a fire or emergency, finds a condition dangerous to persons or property, may take all necessary steps and requirements to protect persons and property until the dangerous condition is abated.

(3) The state fire marshal or the commanding officer of the fire department of a city, village, township, or county, or a fire fighter in uniform acting under the orders and direction of the commanding officer may investigate causes and effects related to dangerous conditions.

The Incident Commander will determine if a response by the building owner or other responsible party is necessary. If no response is needed, the fire department will re-secure any doors that were unlocked, and all keys will be replaced back into the key box. The Incident Commander shall notify the building owner or responsible party that entry was made as well as the reason for the fire department response.

Prior to opening a key box during emergency operations, the Incident Commander shall contact Novi Regional 911 via LYN_FD 1 and inform the dispatcher the Supra key will be unsecured to access the incident building. Once the operation is complete, the Incident Commander will advise Novi Regional 911 that Supra key has been secured.



SOUTH LYON FIRE DEPARTMENT

Manual of Procedures 413

IV. NON-EMERGENCY ACCESS

The fire chief and fire inspectors are the only authorized personnel to access a key box for non-emergency purposes. Acceptable non-emergency access shall occur to allow the building owner to change / update keys and / or information stored within the box. Fire Inspectors shall also access the Supra lock box to verify key access during fire inspections. The Supra lock box will not be accessed for service calls, building lock-outs, police responses, etc.

Whenever a key box is accessed during non-emergency situations, a record of the access and purpose of access will be made in the occupancy's FRMS record.

Approved by:

/s/ Chief Mike Kennedy