



January 1, 2020

RE: IMMEDIATE ACTION REQUIRED – Key Boxes for Non-standardized Fire Service Elevator Keys

All Property Manager(s), and/or Owner(s):

When the Orange Beach Fire Department responds to an emergency, their ability to quickly access the location of the emergency can be the deciding factor of a successful response. Elevators are increasingly being relied on for emergency operations and their importance has been highlighted by adding Section 3007 to the International Building Code, requiring the installation of fire service access elevators and providing requirements for the installation of occupant evacuation elevators. One of the difficulties the fire service and other emergency response agencies have when accessing facilities and attempting to use elevators is the number of non-standardized keys that may not be available at the time of response. Even when the emergency responders are provided the necessary keys in case of response, the correct key may have to be identified from a large collection of keys for any one building. In Orange Beach, the sheer number of keys makes possession of them cumbersome for the emergency responders.

The City of Orange Beach has many locations with elevators that were built prior to the introduction of a standardized elevator key. The key is most likely to be based on the model of the elevator and the year it was manufactured. The City of Orange Beach Fire Department is committed in 2020 to providing an Elevator Firefighter's key box with FEOK1 lock FREE OF CHARGE to each qualifying location. This particular box will assist our rescue & suppression personnel when responding to rescue situations at buildings equipped with elevators. The importance of obtaining independent elevator key boxes and installing them is critical to effectively managing the varying elevator keys for the varying elevator brands found in City of Orange Beach buildings. Again, the Orange Beach Fire Department will initially provide the box, but it will be the responsibility of the owner/manager to have the box installed and provide the applicable elevator keys.

Installation Procedures:

- The key box shall be mounted at each elevator bank at the lobby nearest to the lowest level of fire department access.
- The key box shall be mounted 5 feet 6 inches above the finished floor to the right side of the elevator bank.
- Contents of the key box are limited to fire service phase 1 & phase 2 elevator keys (# of elevators +1). Additional elevator access tools, keys and information pertinent to emergency planning or elevator access shall be permitted where authorized by the



fire code official. These shall be obtained by the owner/property manager from their elevator company or from www.elevatorkeys.com

- In buildings with two or more elevator banks, a single key box shall be permitted to be used where such elevator banks are separated by not more than 30 feet. Additional key boxes shall be provided for each individual elevator or elevator bank separated by more than 30'.

Please contact our office if you have any questions about this program.

A handwritten signature in black ink that reads "W. Nelson Bauer". The signature is fluid and cursive.

W. Nelson Bauer
Deputy Fire Marshal
City of Orange Beach, AL
(251)981-6166

CC: Craig Stephenson, Fire Marshal
CC: Mike Kimmerling, Fire Chief
CC: Jeff Smith, Deputy Fire Chief