

# POLICY

- Key boxes shall be purchased and maintained by the property owner.
- Master keys shall remain in the possession of authorized fire departments only. **Property owners shall not possess master keys.**
- It is the responsibility of the property owner to ensure that the correct keys are in the box at all times.
- When a box is installed, or if keys in a box need to be changed for any reason, the fire department shall be contacted in order to open the box. Contents will be documented.
- When an entry is made via use of a key box, the fire department shall immediately notify dispatch personnel so that a record of entry is created.

## DISCLAIMER

Carroll County Government assumes no liability for the loss or theft of key box contents.

Key box installation is completed solely at owner's risk and expense.

Carroll County emergency services agencies do not endorse or benefit from the sale of Supra Products.

Revised 3/24/06

## QUESTIONS?

Questions can be directed to:  
Carroll County Office of  
Public Safety Support Services  
225 North Center Street  
Westminster, MD 21157  
410-386-2297 / 410-386-2298  
FAX 410-848-3794



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*Carroll County Volunteer  
Emergency Services Association*

*Carroll County Government  
Office of Public Safety Support Services*



## EMERGENCY ENTRY KEY BOXES



**Carroll County, Maryland**

## OVERVIEW

Thank you for your interest in the Carroll County Emergency Services key box program. The benefits of installing a key box are many, including:

- Providing immediate access to building keys, thus eliminating costly property damage caused by forcing entry.
- Emergency personnel can quickly and safely enter your building in the event of an emergency.
- Mechanical and sprinkler systems can be readily accessed and quickly secured.
- The property can be easily re-secured without damage to doors or their hardware.

### **PARTICIPATION IN THIS PROGRAM IS VOLUNTARY.**

Approved boxes for general use in Carroll County are manufactured by **Supra Products, Inc.** See order form to select the correct box for your application, or contact the Fire Protection Engineer's office where special applications are needed.

### **RECOMMENDED APPLICATIONS**

- Commercial (stores, restaurants, office buildings)
- Industrial (factories, manufacturing plants, warehouses)
- Health care/residential care( nursing homes, assisted care living, medical offices/facilities)
- Multi-family residential (condo/apt. buildings, dormitories, hotel/motels)
- Buildings equipped with an automatic fire suppression or detection systems.
- Other occupancies, as determined by the Fire Protection Engineer.

## INSTALLATION

The Carroll County Fire Protection Engineer or the local fire department will determine the specific mounting location for each box.

### **INSTALLATION**

Key boxes shall be installed per manufacturer's instructions, typically at a height of 6' to 8' above grade on the building exterior, and in an accessible location near the recognized main entrance.

The property owner is responsible for installation.

### **KEYS**

The box shall contain keys to the following, as applicable to each facility:

- Entrance doors
- Mechanical rooms
- Electrical rooms
- Rooms containing sprinkler controls and equipment
- Rooms containing fire alarm panel and equipment
- Elevators
- Other areas requiring emergency entry

**The local fire department must be contacted immediately after installation** so the box can be secured and its contents documented.

## ORDERING

Obtain an order form from any Carroll County fire department or the Office of Public Safety and mail the completed form with full payment to:

**GE Rapid Entry  
4001 Fairview Industrial Drive S.E.  
Salem, OR 97302  
or fax: 503-375-9852**

The keybox(es) will then be shipped from the manufacturer directly to you.

## CONTACTS

1. Mt. Airy Vol. Fire Co., Inc.  
410-795-8055 / 301-829-0100
2. Hampstead Vol. Fire Engine & Hose Co. No. 1, Inc.  
410-239-4280
3. Westminster Fire Engine & Hose Co. No. 1, Inc.  
410-848-1800 / 410-848-1801
4. Manchester Hook & Ladder Co. No. 1, Inc.  
410-239-2286
5. Taneytown Vol. Fire Co. No. 1, Inc.  
410-756-6253
6. Pleasant Valley Community Fire Co.  
410-848-1977
7. Lineboro Vol. Fire Dept., Inc.  
410-374-2197
8. Union Bridge Fire Co., Inc.  
410-775-7422
9. Reese & Community Vol. Fire Co.  
410-848-7172
10. New Windsor Fire Engine & Hose Co. No. 1, Inc.  
410-635-6373
11. Harney Vol. Fire Co., Inc.  
410-756-6464
12. Sykesville-Freedom District Fire Department  
410-795-8021
13. Gamber & Community Fire Co., Inc.  
410-795-3445
14. Winfield Community Vol. Fire Co., Inc.  
410-795-1333

Or contact the Carroll County Office of Public Safety Support Services, Fire Protection Engineer's office at 410-386-2297/410-386-2298

