



SEDGWICK COUNTY FIRE DISTRICT 1

Administrative Office: 7750 N. Wild West Drive, Park City, KS 67147 • Phone (316) 660-9393 • Fax (316) 383-7946

SEDGWICKCOUNTY.ORG

RAPID ENTRY SYSTEM INFORMATION SHEET

Dear Business Owner:

To obtain a Supra Lock Box complete the Rapid System Entry Form available from our website. It will need to be completed with all ordering information. Send the completed form along with payment to the address listed on the form. They will send the lock box to your location. The box will be in the open position when you receive it. After it is installed, please contact Sedgwick County Fire District 1 so we can send a fire crew out to your facility to secure the building keys inside the box. The key, which is used by us to open the lock box, cannot be duplicated by anyone other than the manufacture.

GUIDELINES FOR THE INSTALLATION OF KEY BOXES

In order to provide an efficient system for building access in emergency situations, Sedgwick County Fire District 1 requires a Rapid Entry Key Box for new, remodeled and existing buildings and properties with the exception of single-family dwellings. The approved manufacturer is SupraSafe by GE.

GENERAL

- All key boxes are required to be installed at least five feet (5'-6') above finished grade.
- Kiddie offers lock boxes of different styles and sizes, It is your responsibility to purchase one that fits your needs.
- Key box purchases and installation are the responsibility of the property owner.

GUIDELINES

- Key boxes should be mounted adjacent (10' to 15') from the main entry door most suitable for
- emergency access. Consideration should be given to the location of Fire Department access roads and
- other fire protection systems.
- Key boxes should not be visually or physically obstructed by landscaping or architectural elements.
- The property owner shall be responsible for ensuring that the keys are updated whenever locks are changed.
- The key box shall contain a master key and/or a coded card to open doors or other access means at the following locations:
 - The main entrance.
 - Individual tenant spaces.
 - Rooms containing control valves for automatic fire protection systems.
 - Rooms containing fire alarm system control panels.
 - Rooms containing elevator operating equipment.
 - Rooms or areas containing hazardous storage.
 - Rooms containing main electrical service panel.
 - Rooms or other areas the Fire Chief, or designee, determines immediate access is necessary.