



BOBBY JINDAL
GOVERNOR

DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS

Public Safety Services



H. BUTCH BROWNING
STATE FIRE MARSHAL

INTERPRETIVE MEMORANDUM 2009-05

To: LA Licensed Architects
LA Licensed Engineers
Licensed Locksmiths
Licensed Burglar Alarm Contractors
Arkansas, Louisiana and Texas Locksmith Association
Louisiana Life Safety and Security Association
Louisiana Automatic Fire Alarm Association
Licensed Fire Alarm Contractors
Chief Dan Wallis, Deputy Asst Fire Marshal Enforcement/Emergency Services
Felicia Cooper, Deputy Asst Secretary/Plan Review
Boyd Petty, Manager
Stephen Gogreve, Manager
Pat Aronstein, Manager
Plan Review Staff

From: Don Zeringue, Chief Architect/Plan Review

Approved by: Chief Butch Browning, State Fire Marshal

Date: October 1, 2009

RE: SPECIAL HEALTH CARE LOCKING ARRANGEMENTS
(NOTE: This Memorandum replaces IM 2000-15 dated October 10, 2000)

The NFPA 101 Life Safety Code recognizes that it might be necessary to lock doors and bar windows to confine and protect building inhabitants in buildings housing certain types of patients or having detention rooms or a security section. NFPA 101 allows the authority having jurisdiction to make appropriate modifications to those sections of the Code that would otherwise require means of egress to be kept unlocked in health care occupancies.

This office has enforced particular operational features and has required specific written documentation regarding locking arrangements in health care occupancies that do not conform exactly to minimum code requirements. Keypads, card readers, and magnetic locks are examples of special locking/releasing devices that are not specifically addressed by code, and are therefore not typically permitted in healthcare occupancies without approval by this office.

This memo is intended to clarify the modifications permitted by NFPA 101 by outlining the criteria necessary to obtain approval by this office for specialized locking in health care occupancies. The "SPECIAL LOCKING - REQUEST FOR INSTALLATION" application form shall be used to validate the approval referenced in this document. The specialized locking addressed in this memorandum applies only to health care occupancies where the clinical needs of the patients require specialized security measures for their safety.

Is Yours Working"??
Smoke Detectors Save Lives!!
OFFICE OF THE STATE FIRE MARSHAL
8181 INDEPENDENCE BOULEVARD, BATON ROUGE, LA 70806
(225) 925-4911 1-800-256-5452

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The following information is required to be submitted by the building owner anytime a special locking system, which does not conform to the provisions for delayed egress or access-controlled locking, is proposed for installation in a healthcare occupancy.

1. Completed "SPECIAL LOCKING - REQUEST FOR INSTALLATION". (*Please refer to MEMORANDUM 2009-03 for access-controlled locking and delayed egress locking.*)
 2. The required processing fee of \$20.00.
 3. SYSTEM DESCRIPTION (See "NOTE" below).
 4. Manufacturer's specification sheets for the system, including all locking and emergency releasing devices. (*PLEASE BE AWARE THAT ALL LOCKS AND RELEASING DEVICES SHALL BE LISTED FOR THE INTENDED PURPOSE.*)
- **NOTE: Please be advised that the "SYSTEM DESCRIPTION" shall specifically address EACH of the following conditions on the official stationary of the applicable facility:**
 - A. **UNLOCKING (EMERGENCY RELEASE)** shall be accomplished by the following:
 1. Loss of **power** to any part of the system that controls locks or the emergency releasing mechanisms; and
 2. Activation of the fire **alarm** system; and
 3. **Remote release** at approved, constantly attended location(s). Furnish a floor plan showing the location of required exits, all locked doors – (existing and new), nurses' station(s), control station(s) and remote release location(s). (NOTE: The remote control functions must be identified at the remote release location(s) with permanent legible signage and responsible staff must be trained on system control and emergency operations); and,
 4. A means of **manual mechanical unlocking** must be provided at each door that is not in direct view of the remote release location. Doors must be keyed alike and keys must be carried by the staff responsible for patient evacuation whenever the locking system is operational and in use.
(Keypads, card readers, and other electrical devices are **not** acceptable as means of mechanically unlocking doors during emergency conditions.)
 - B. "**AUTOMATIC**" **RE-LOCKING**, after an emergency release as described above, shall be PROHIBITED. A specific human action dedicated for re-locking doors must be provided at the remote control location or at each lock location.
 - C. Document the "**STAFF/PATIENT RATIO**" for the occupants of the locked area. The ratio shall be within state and federal certification guidelines. Please note that **ONLY** "Nurses" and "Nurses' Aids" assigned to the locked area shall be considered acceptable responsible staff in regard to this ratio documentation.
 - D. Provide the **REASON** for installing specialized security measures. Reasons which do not adequately describe the clinical needs of the patients requiring specialized security measures shall be subject to denial.
 - E. **SIGNATURE** of the building OWNER or the ADMINISTRATOR of the facility.

The locking system shall not be energized until a satisfactory inspection is performed. Contact the Healthcare Inspection Section at (225) 925-4270 to schedule an inspection.

Should you have any questions regarding this matter, please contact the Healthcare Plan Review Section of this office at 1-800-256-5452 or (225) 925-4920.

DZ/FLF