



## SUPPLEMENTAL RULES & REGULATIONS

Number:	12-1030.2.1		
Subject:	Emergency Exit Door Locks		
Code:	2012 International Fire Code	Code Section:	1030.2.1
Effective Date:	12/7/2013	Revision Date:	N/A
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### SCOPE:

A fire emergency can be a life-threatening experience but injury and property damage can be minimized when proper doors and door locks are installed. "Exit doors are required to open from the egress side without the use of a key, special knowledge, or effort." This Regulation applies to all occupancies in both new and existing buildings.

### GENERAL:

#### SINGLE ACTION DOOR LOCKS ON EMERGENCY EXIT DOORS:

While occupied the only acceptable locking mechanism on a required emergency exit door is a single action device. The single action device shall be installed 34 inches minimum and 48 inches maximum above finished floor. (Locks used only for security purposes and not used for normal operation are permitted at any height provided the locking mechanism is not located on the door while the building is occupied).

Exception: The only security device allowed on an emergency exit door while the building is occupied, is a quarter turn thumb bolt that is readily identifiable as being open or closed and must be left in the open position when the building is occupied. All assembly occupancies require panic hardware on each emergency exit. A quarter turn thumb bolt is not allowed if panic hardware is required for any occupancy. It must be installed 34 inches minimum and 48 inches maximum above finished floor and a sign must be posted on the inside of the door stating:  
"THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED"

Double keyed deadbolt locks are not allowed except in group B, F, M or S occupancies having an occupant load of 300 or less, or places of religious worship which are allowed to have a key locking device on the main exit door only and must be unlocked while occupied. A sign must be posted on the inside of the door stating:

"THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED"

#### SINGLE ACTION MULTIPLE DOOR LOCKS ON EMERGENCY EXIT DOORS:

While the building is occupied self-releasing dead bolts can be used provided the self-releasing locking mechanisms take one action to unlatch all locking mechanisms on the door. This has the added security of a dead bolt type lock for occupancies that need this type of security when the building is occupied.



**BARS OR SECURITY DEVICES PLACED ON EMERGENCY EXIT DOORS:**

The use of security devices on emergency exit doors during unoccupied periods is not prohibited by the codes and is allowed by Gilbert Fire Department provided the locking mechanism is not located on the door while the building is occupied. Security devices must be stored in a safe location away from the emergency exit while occupied. Each door must be labeled on the exterior "Reinforced Security Door" and a current key for access to the front door must be provided for the Knox Box. The security device must be capable of removal without the use of a key, special knowledge, or effort and approved by the Fire Prevention Division. Failure to remove security devices while the building is occupied will result in the Fire Department revoking the privilege of using such a locking device.

**DOORS THAT ARE NOT REQUIRED EMERGENCY EXITS:**

Doors which are not required emergency exits and which are clearly not available for egress, can be secured at all times but the security device must be capable of removal without the use of a key, special knowledge, or effort and approved by the Fire Department and labeled as "Not an Exit" on the interior. The determination of whether a door is required or available for egress must be determined on a case-by-case basis by the Fire Department. Factors, which may affect this determination, may include visual appearance, signs, and hardware. Each door must be labeled on the exterior "Reinforced Security Door" and a current key for access to the front door must be provided for the Knox Box.